

NTM 3000 ONL Spr 15 33694

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Welcome to NTM 3000, Advanced Word. This course runs from **January 12 - February 23**.

You can expect to spend about 30 hours on this course. First review the prerequisite material, then get started on the first assignment. In addition to the reference text, you can find lots of tutorials and helpful guidance on the internet. Plan to use both as resources. The material for this course is pc-centric. IF you prefer to work on a mac, you may. .

INSTUCTOR CONTACT: Canvas Email (preferred) **People > Write a Message > click on Laura Anderson** OR use instructor's wsu email: lsanderson@weber.edu

In order to be successful in this course, you should already be familiar with the following features of **Word 2013**:

- Format
 - text
 - paragraphs
 - pictures
 - documents
 - tables
 - Apply formatting using keyboard shortcuts
- Change themes/styles
 - Apply styles
 - Redefine Normal style
 - Modify styles
- Edit documents
 - spell/grammar check
 - adjust spacing (line and paragraph)
 - adjust page and section breaks
 - insert page numbers
 - insert current date
 - insert and edit table
 - set custom tabs
 - find and replace text
- Use reference features
 - Insert and edit citations
 - add a footnote
 - create bibliography
 - Create index

IF you are not familiar with this material, covered in NTM 1700/1701 (the prerequisite to this course), find these topics and review them in the book assigned to this course, the Microsoft Word 2013 Bible or Microsoft 2011 QuickStart Guide. In either case, do this asap so you are ready to start with this course material in a timely manner. **The first assignment is due January 19.**

Course Outcomes

At the end of this course, a successful student will, using Microsoft Word 2013, be able to:

1. Use Microsoft Office 2013 in a more efficient manner.
2. Create documents with graphics and media.
3. Create documents using software templates.
4. Use merge features for letters and labels.
5. Create online forms with macros.
6. Create and edit complex reference documents.
7. Use collaborative features of software.

Resources Required

Software: Microsoft Office 2013 for pc OR Microsoft Office 2011 for mac.

Optional Text: Microsoft Word 2013 Bible, Lisa A. Bucki, Wiley, 2013. ISBN: 978-1-118-48812-6 OR MS Office 2011 For Mac Visual Quickstart Guide. Steve Schwartz. PeachPit Press, 2011. ISBN: 9780321751263.

Storage Device: backup storage (you have a Google drive account with your Weber email)

Grading

Grades will be assigned according to the standards established by the NTM Department for all lab courses. You will be graded on 5 projects. Projects 1-4 are worth 100 points each. Assignment 5 is worth 300 points. The time you spend on each will vary. Allow 3 hours for each of the first four assignments and 5 to complete the last. There may be additional learning time involved with the assignments.

Each one is due on MONDAY. The first is due January 19.

A 95-100 B+ 87-89 C+ 77-79 D+ 67-69

A- 90-94 B 83-86 C 73-76 D 63-66

B- 80-82 C- 70-72 D- 60-62

Any late work will result in a 10 point (10%) deduction in grade.

NTM LAB/CLASSROOM POLICIES

1. You should expect to spend about 30 hours on this one-credit hour course.
2. Computers are to be used for **academic purposes** only. Students may be asked to leave the room if they are using the computers for some other purpose.
3. **No food or drink is allowed in any NTM computer classroom or lab.**
4. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
5. Students are expected to **complete their own work**. If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page and at the office of the Vice President for Student Services and the WSUSA Office. The minimum penalty is a grade of 0 on an

- assignment. Repeated cheating will result in failing course AND report of activity to the Dean of Students.
6. WSU is an **educational institution**, dedicated to providing a positive learning environment where all **students' rights are respected**. Students are expected to act professionally and to respect fellow students. If a situation arises making you feel uncomfortable, discuss it immediately with an instructor.
 7. By **enrolling** at WSU students agree to maintain certain standards which, if violated, will result in loss of computer privileges. According to the WSU student code, students agree to avoid unethical, wasteful, and/or inappropriate use of any computer. In addition, students agree not to interfere with the productivity of other users and therefore will avoid disorderly, lewd, indecent, defamatory, or obscene conduct or expression. <http://documents.weber.edu/ppm/6-22.htm>
 8. Any student requiring accommodations or services due to a disability **must** contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center. SSD can also arrange to provide course materials in alternative formats if necessary. Among the services available by this department is test anxiety counseling.
 9. The last day to withdraw from this class and from school is the end of the tenth week. If you would like to withdraw, do so by this date.
 10. Students who do not attend the first two class periods or do not attend at least 5 percent of the classes during the semester may be dropped by the instructor.
 11. Cell phones, pagers, or other personal communication devices are to be turned off or placed in silent or vibrate mode during class lecture and lab time. Students using these devices should leave the lab or class prior to using the device.

Date	Details	
Mon Jan 19, 2015	Assignment 1 - Resume	due by 11:59pm
Mon Jan 26, 2015	Assignment 2 - Letter of Application	due by 11:59pm
Mon Feb 2, 2015	Assignment 3 - Online Form	due by 11:59pm
Tue Feb 10, 2015	Assignment 4 - Collaboration	due by 11:59pm
Sat Feb 28, 2015	Assignment 5 - Reference Document	due by 11:59pm