TEXT: Business Applications with Microsoft Word by Vanhuss, Forde, Woo, and Hefferin

Course Description:

Word Processing Applications provides a project-based approach that builds and reinforces document processing skills and integrates realistic business practices. The goals of this course are to teach students how to apply and integrate previously learned content and to be productive and independent in completing office tasks in a realistic business setting. Prerequisite: OT 126

Course Outcomes:

Upon satisfactory completion of this course the student will be able to demonstrate the following competencies:

1. The ability to produce a variety of business documents using basic and advanced features of computer software applications.

2. The ability to acquire and use editing skills in the preparation of business documents.

3. The ability to complete projects independently using critical thinking skills and transfer of previously learned concepts and applications.

Course Requirements:

Students will be completing four comprehensive projects containing a variety of business tasks throughout the quarter. Students will receive a Task Assessment Chart for Projects 1 through 4. Tasks to be completed and the point value of each task will be identified on these sheets. Student will be required to complete a self/peer assessment upon completion of each project prior to submitting projects for grading to the instructor. The cutoff date for each of the projects will be established, posted, and announced by the instructor. No late
**project tasks will be accepted after this cutoff date.** Task Assessment Charts and Class announcements will be posted on the instructor's home page which can be found at: [http://staff.wwcc.edu/susan.quinn](http://staff.wwcc.edu/susan.quinn).

**All projects must be saved to your student drive on campus.** (U: Drive) prior to the cutoff date for that project. This means you can work on your projects off campus, but you must eventually save your projects to your U: Drive for grading purposes. You will not be printing hard copies of the projects for grading purposes.

This class is designed as a capstone class to review and establish your abilities in using word processing skills you have learned thus far. All projects are designed to test your knowledge of previously learned word-processing skills. You may wish to use your texts from previous classes as references. You are on your own to prepare necessary assignments to submit for grading purposes. Take pride in your work and complete all assignments to the best of your ability.

Because this is a self-paced class requiring you to use YOUR skills and individual talents, completed assignments may or may not be identical to those of your classmates. In many cases, they will not be identical. If an assignment is submitted containing identical errors to an assignment submitted by a fellow classmate or if the assignment allows for individuality and is identical to another student's assignment, no credit will be given for either assignment.

**EXAMS:**

Students will complete a test after each project. Dates for tests will be announced and posted to the class website.

**GRADING:**

Each project task and test will have a total possible point value assigned to it. Completed tasks/tests will be evaluated and awarded a point value.
FINAL GRADING:

Grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

- A  =   93 - 100%
- A- =   90 - 92%
- B+ =   87 - 89%
- B  =   83 - 86%
- B- =   80 - 82%
- C+ =   77 - 79%
- C  =   73 - 76%
- C- =   70 - 72%
- D+ =   67 - 69%
- D  =   60 - 66%
- F  =   Below 60%