ITCC111

Course Summary

Description

Course Description: This course is a study of the concepts and technology trends essential to office productivity applications. Students will explore the principles, practices, features, and functions of the word processing application in the Microsoft Office 2013 Suite. The course will be taught with a mixture of analytical methods and practical exercises. Students will use Microsoft Word to create and format documents; and use lists, themes, mail merge, watermarks, templates, graphics, navigation tools, tables, charts, citations and bibliographies This course uses the Discover Office 2013 Comprehensive Online courseware that does not require installations on individual computers. Students will participate in an engaging learning experience that aligns with Microsoft's Exam. The course content maps to the Microsoft Office Specialist (MOS): Microsoft Office Word 2013 Certification.

Course Scope:

This course is divided into 8 weeks and is organized to give students an introduction to the impact of the Microsoft Application Suite on Information Technology Management as it applies to office productivity, collaboration, and security. The course includes textbook readings, exercises, graded forums, quizzes, and a final assessment.

Objectives

After successfully completing this course, you will be able to

1. Explain the use of the Microsoft Application Suite on Information Technology Management as it applies to office productivity, collaboration, and security.
2. Demonstrate the application skills needed to be an effective employee in a productive workplace.
3. Use Microsoft Word to create lists, themes, mail merges, watermarks, templates, graphics, navigation tools, tables, charts, citations and bibliographies.
4. Identify the manual formatting and customization techniques within Microsoft Word.
5. Apply Microsoft methods to improve office productivity.
6. Apply Microsoft Word to create, format, and manage business documents.

Outline

Week 1:

Topics

Creating Documents

Learning Objectives

CO-1: Explain the impact of the Microsoft Application Suite on Information Technology Management as it applies to office productivity, collaboration, and security\

CO-2: Demonstrate the application skills needed to be an effective employee in a productive workplace.

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project1A - *Objectives 1, 3, 4*

Review from MyLabsPlus

Word 2013 Unit 1 Lesson 1: Touring the Interface

Unit 1 Lesson 1 Videos

Word 2013 Unit 1 Lesson 2: Creating Documents

Unit 1 Lesson 2 Videos

Assignment

Week 1 Forum

Introduction and New MS Word 2013

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Lab & Quizzes from MyLabsPlus

Word 2013 Unit 1 Lesson 1: Touring the Interface

- **Word 2013 Unit 1 Lesson 1 Interactive Exercise**
- **Unit 1 Lesson 1 Quiz**

Word 2013 Unit 1 Lesson 2: Creating Documents

- **Unit 1 Lesson 2 Interactive Exercise**

Unit 1 Lesson 2 Quiz

Week 2:

Topic

Formatting in Word & Proofing

Learning Objectives

CO-4: Identify the manual formatting and customization techniques within Microsoft Word.

CO-6: Apply Microsoft Word to create, format, and manage business documents.

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project 1B - *Objectives 5, 6, 7*

Review from MyLabsPlus

Word 2013 Unit 1 Lesson 3: Formatting, Page Setup, and Tab Stops

Unit 1 Lesson 3 Videos

Word 2013 Unit 2 Lesson 1: Proofing

Unit 2 Lesson 1 Videos

Assignment

Week 2 Forum

Formatting in Word

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Lab & Quizzes from MyLabsPlus

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Word 2013 Unit 1 Lesson 3: Formatting, Page Setup, and Tab Stops

- **Word 2013 Unit 1 Lesson 3 Interactive Exercise**
- **Unit 1 Lesson 3 Quiz**

Word 2013 Unit 2 Lesson 1: Proofing

- **Unit 2 Lesson 1 Interactive Exercise**
- **Unit 2 Lesson 1 Quiz**

Week 3:

Topic

Creating Tables & Autocorrect

Learning Objectives

CO-3: Use Microsoft Word to create lists, themes, mail merges, watermarks, templates, graphics, navigation tools, tables, charts, citations and bibliographies

CO-6: Apply Microsoft methods to improve office productivity.

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project 1A - Objective 4

Project 2A - *Objectives 1, 2*

Project 2B – *Objectives 5, 6*

Review from MyLabsPlus

Word 2013 Unit 2 Lesson 2: Creating Tables and Charts

Unit 2 Lesson 2 Videos

Word 2013 Unit 2 Lesson 3: AutoCorrect

Unit 2 Lesson 3 Videos

Assignment

Week 3 Forum

Creating Tables and Performing Calculations

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Lab & Quizzes from MyLabsPlus

Word 2013 Unit 2 Lesson 2: Creating Tables and Charts

- **Unit 2 Lesson 2 Interactive Exercise**
- **Unit 2 Lesson 2 Quiz**

Word 2013 Unit 2 Lesson 3: AutoCorrect

- **Unit 2 Lesson 3 Interactive Exercise**
- **Unit 2 Lesson 3 Quiz**

Assignment 2: WK 3 Word 2013 Unit 2 Interactive Assessment

(Screen image of results page will be required)

Week 4:

Topic

Text Boxes & Web Pages

Learning Objectives

CO-5: Apply the application methods to improve office productivity.

CO-6: Apply Microsoft Word to create, format, and manage business documents.

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project 1A - *Objectives 2, 3*

Project 1B - *Objective 8*

Project 2A - *Objective 3*

Review from MyLabsPlus

Word 2013 Unit 3

Lesson 1: Text Boxes and Drawing Objects

Unit 3 Lesson 1 Videos

Word 2013 Unit 3 Lesson 2: Creating Web Pages

Unit 3 Lesson 2 Videos

Assignment

Week 4 Forum

Working with SmartArt Graphics

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Lab & Quizzes from MyLabsPlus

Word 2013 Unit 3 Lesson 1: Text Boxes and Drawing Objects

- **Unit 3 Lesson 1 Interactive Exercise**
- **Unit 3 Lesson 1 Quiz**

Word 2013 Unit 3 Lesson 2: Creating Web Pages

- **Unit 3 Lesson 2 Interactive Exercise**

Unit 3 Lesson 2 Quiz

Week 5:

Topic

Editing & Revising Documents

Learning Objectives

CO-2: Demonstrate the application skills needed to be an effective employee in a productive workplace.

CO-4: Identify the manual formatting and customization techniques within Microsoft Word checking options

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project 3B – *Objectives 5, 6*

Review from MyLabsPlus

Word 2013 Unit 3 Lesson 3: Editing Documents

Unit 3 Lesson 3 Videos

Word 2013 Unit 4 Lesson 1: Revising Documents and Reusable Content

Unit 4 Lesson 1 Videos

Assignment

Week 5 Forum

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Lab & Quizzes from MyLabsPlus

Word 2013 Unit 3 Lesson 3: Editing Documents

- **Unit 3 Lesson 3 Interactive Exercise**
- **Unit 3 Lesson 3 Quiz**

Word 2013 Unit 4 Lesson 1: Revising Documents and Reusable Content

- **Unit 4 Lesson 1 Interactive Exercise**
- **Unit 4 Lesson 1 Quiz**

Assignment 3: WK 5 Word 2013 Unit 3 Interactive Assessment

(Screen image of results page will be required)

Week 6:

Topic

Hyperlinks & Mail merge

Learning Objectives

CO-2: Demonstrate the application skills needed to be an effective employee in a productive workplace.

CO-3: Use Microsoft Word to create lists, themes, mail merges, watermarks, templates, graphics, navigation tools, tables, charts, citations and bibliographies.

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project 2A – *Objectives 1, 2*

Project 3B – *Objective 7*

Review from **MyLabsPlus**

Word 2013 Unit 4 Lesson 2: Embedding and Linking Objects

Unit 4 Lesson 2 Videos

Word 2013 Unit 4 Lesson 3: Creating Mass Mailings

Unit 4 Lesson 3 Videos

Assignment

Week 6 Forum

Improving Productivity

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Lab & Quizzes from **MyLabsPlus**

Word 2013 Unit 4 Lesson 2: Embedding and Linking Objects

- **Unit 4 Lesson 2 Interactive Exercise**
- **Unit 4 Lesson 2 Quiz**

Word 2013 Unit 4 Lesson 3: Creating Mass Mailings

- **Unit 4 Lesson 3 Interactive Exercise**
- **Unit 4 Lesson 3 Quiz**

Assignment 4: WK 6 Word 2013 Unit 4 Interactive Assessment

(Screen image of results page will be required)

Week 7:

Topic

Forms, Macros & Long Documents

Learning Objectives

CO-1: Explain the impact of the Microsoft Application Suite on Information Technology Management as it applies to office productivity, collaboration, and security

CO-2: Demonstrate the application skills needed to be an effective employee in a productive workplace.

CO-6: Apply Microsoft Word to create, format, and manage business documents.

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project 2A – *Objective 4*

Project 2B – *Objective 7*

Review from **MyLabsPlus**

Word 2013 Unit 5

Lesson 1: Forms and Macros

Unit5 Lesson 1 Videos

Word 2013 Unit 5 Lesson 2: Working with Long Documents

Unit 5 Lesson 2 Videos

Assignment

Week 7 Forum

MS Word Versus Other Word Processing Programs

Your ability to complete the interactive exercises will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Lab & Quizzes from **MyLabsPlus**

Word 2013 Unit 5 Lesson 1: Forms and Macros

- **Unit 5 Lesson 1 Interactive Exercise**
- **Unit 5 Lesson 1 Quiz**

Word 2013 Unit 5 Lesson 2: Working with Long Documents

- **Unit 5 Lesson 2 Interactive Exercise**
- **Unit 5 Lesson 2 Quiz**

Assignment 5: WK7 Project

Week 8:

Topic

Reference Document Fields

Learning Objectives

CO-2: Demonstrate the application skills needed to be an effective employee in a productive workplace.

CO-3: Use Microsoft Word to create lists, themes, mail merges, watermarks, templates, graphics, navigation tools, tables, charts, citations and bibliographies.

Readings

Read Textbook

Go! With Microsoft Office 2013 Word

Project 3A – *Objectives 1, 2, 3*

Review from **MyLabsPlus**

Word 2013 Unit 5 Lesson 3: Reference Document Fields

Unit 5 Lesson 3 Videos

Assignment

Week 8 Forum

Your ability to complete the interactive exercise will be evaluated in the Unit Interactive Assessment. Please complete all exercises for your learning benefit.

Assignment from **MyLabsPlus**

Word 2013 Unit 5 Lesson 3: Reference Document Fields

- **Unit 5 Lesson 3 Interactive Exercise**
- **Unit 5 Lesson 3 Quiz**
- **Assignment 6: WK 8 Word 2013 Unit 5 Interactive Assessment**
- **(Screen image of results page will be required)**

Assignment 7: WK8 Word 2013 Final Assessment

Evaluation

Students are expected to maintain routine contact with the instructor throughout the course. While the number of contacts may vary according to the specific course and individual student need, the University requires periodic weekly contacts during the semester. Contact will consist of professor notes, forum interaction, and email feedback. The method of discussion will be on-line related to issues concerning forum assignments, quizzes, Lab, the midterm and final.

TEXTBOOK READINGS
This course uses the Discover Office 2013 Comprehensive Online courseware that does not require installations on individual computers. Reading assignments will come from both the courseware and the main book for the course, GO! With Microsoft Office 2013. Review the table at the end of the syllabus to see assigned readings for each week. **Access the E-Book through the Lessons link in the classroom.**

LABS

The Labs are interactive exercises which are located throughout MyLabsPlus in the Sakai course room.

FORUM

The Forum assignments for this course are designed to promote interactivity among students and enhance the online learning process. The Forum provides maximum flexibility because you do not have to be online at the same time as another person and you can read what other students have written.

Forum Timing: For the forum, you must post your work by midnight on **Thursday**, continue to follow your classmates' posts for the remainder of the week, and post the follow-up peer responses prior to midnight on **Sunday, *except for week one***. Your follow-up posts can add additional insight to a classmate's opinions or can challenge their opinions. Use examples from the readings, or from your own research, to support your views, as appropriate. Be sure to read the follow-up posts to your own posts and reply to any questions or requests for clarification. You are encouraged to conduct research and use other sources to support your answers.

Required Participation: Please keep in mind that the forum assignments require you to make at least 1 post to the forum with at least 250 words about the topic and also respond to at least 2 peers' posts with at least 150 words. Please be advised that there will be point deductions if you do not comply with these requirements of the assignment. Each one of you will have a different and unique experience that we can all learn from. Your participation in the Forums unleashes the power of synergy in our classroom. To facilitate this interaction, please be prompt when posting

your forum work for each week; this provides time for the others to actively engage in the dialogue. For practical reasons, when you respond to other learners' posts, please start your response by referencing their name. I will read and grade your participation by reading the forum. There is no need to also post your forum work in the assignments area of the classroom. Refer to the forum and the syllabus for more details on grading.

QUIZZES

There will be quizzes to be taken after each lesson and interactive assessment after each unit. Each quiz and assessment will be taken through MyLabsPlus.

FINAL ASSIGNMENT
The Final Assignment requires you to use your knowledge gained through-out the course apply what you learned in an interactive assessment.

Grading:

Name	Grade %
Forum	30.00 %
Week 1 Forum	3.75 %
Week 2 Forum	3.75 %
Work 3 Forum	3.75 %
Week 4 Forum	3.75 %
Week 5 Forum	3.75 %
Week 6 Forum	3.75 %
Week 7 Forum	3.75 %
Week 8 Forum	3.75 %
Interactive Assessments	25.00 %
Assignment 1: WK2 Unit 1 Interactive Assessment	5.00 %
Assignment 2: WK3 Unit 2 Interactive Assessment	5.00 %
Assignment 3: WK5 Unit 3 Interactive Assessment	5.00 %
Assignment 4: WK6 Unit 4 Interactive Assessment	5.00 %
Assignment 6: WK8 Unit 5 Interactive Assessment	5.00 %
Quiz	30.00 %
Unit 1 Lesson 1 Quiz	2.00 %
Unit 1 Lesson 2 Quiz	2.00 %
Unit 1 Lesson 3 Quiz	2.00 %
Unit 2 Lesson 1 Quiz	2.00 %
Unit 2 Lesson 2 Quiz	2.00 %
Unit 2 Lesson 3 Quiz	2.00 %
Unit 3 Lesson 1 Quiz	2.00 %
Unit 3 Lesson 2 Quiz	2.00 %
Unit 3 Lesson 3 Quiz	2.00 %
Unit 4 Lesson 1 Quiz	2.00 %
Unit 4 Lesson 2 Quiz	2.00 %
Unit 4 Lesson 3 Quiz	2.00 %
Unit 5 Lesson 1 Quiz	2.00 %
Unit 5 Lesson 2 Quiz	2.00 %
Unit 5 Lesson 3 Quiz	2.00 %
Project	5.00 %

Assignment 5: WK7 Project	5.00 %
Final Assessment	10.00 %
Assignment 7: WK8 Final Assessment	10.00 %

Materials

Book Title: Microsoft Word 2013 - software and lessons available inside the classroom

Author: Pearson

Publication Info: Pearson

ISBN: 1323088717

Book Title: GO! with Office 2013 Volume 1 (custom) - The VitalSource e-book is provided via the APUS Bookstore

Author: Gaskin

Publication Info: Pearson

ISBN: ITCC111-NA

Book Title: You must validate your cart to get access to your VitalSource e-book(s). If needed, instructions are available here - http://apus.libguides.com/bookstore/undergraduate

Author: N/A

Publication Info: N/A

ISBN: N/A

Additional references are found in the Lessons Page of the classroom.

Course Guidelines

Citation and Reference Style

- Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Tutoring

- Tutor.com offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours* of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment.
- Generally speaking, late work may result in a deduction up to 20% of the grade for each day late, not to exceed 5 days.
- As a working adult I know your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc) See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of this particular group.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting time after which the instructor will grade comments, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and hopefully important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.

University Policies

Student Handbook

- Drop/Withdrawal policy
- Extension Requests
- Academic Probation

- [Appeals](#)

- [Disability Accommodations](#)

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.