

Syllabus CITA 106**DEPARTMENT/PROGRAM/SCHOOL:**

Computer Information Systems/School of Engineering

COURSE NAME AND NUMBER:

Introduction to the Word Processing CITA 106

SEMESTER/YEAR:

Spring 2009

CREDIT HOURS:

1 Credit Hour

INSTRUCTOR:

Timothy Davey

Home Telephone (315) 764-9126 (9AM-9PM only)

EMAIL ADDRESS:

daveyt@canton.edu

TECHNICAL SUPPORT INFORMATION:

Contact the Help Desk helpdesk@canton.edu or phone 315-386-7448. The Help Desk is open Monday-Friday, 8 a.m. to 5 p.m.

COURSE DESCRIPTION:

This one-credit course is designed to help the student attain the necessary skills and knowledge needed for effective operation of word processing software and equipment. Major emphasis will be put on hands-on experience in learning how to plan, create, edit, format, preview, and print documents (letters, memos, announcements, and research papers).

PRE-REQUISITES:

Students are expected to possess a working familiarity with the Windows operating environment as well as basic file management skills

REQUIRED TEXT (S):

GO WITH MS WORD 2007 VOL 1 PKG SUNY CANTON
GASKIN & FERRE

ISBN-10: 0558254152

ISBN-13: 9780558254155

Publisher: Pearson Custom Publishing

Copyright: 2010

OTHER REQUIRED MATERIALS:

MS Office Suite 2007. This program is available from the campus library for all matriculated students at NO COST TO THE STUDENT

COURSE REQUIREMENTS/EVALUATION CRITERIA:**Grading:**

Letter grades will be determined using the following criteria:

1. Assignments **40%**
2. Quizzes **30%**
3. Final Test **30%**

All assignments need to be submitted to me no later than the dated indicated for each weekly assignment. **NO LATE HOMEWORK WILL BE ACCEPTED.**

Letter Grade Breakdown:

A	90-100
B+	86-89
B	81-85
C+	77-80
C	72-76
D+	68-71
D	65-68
F	64 and below

NETIQUETTE:

Students should work to ensure decorum, professionalism, courtesy, and ethical behavior. Any lewd or offensive discussions **WILL NOT BE TOLERATED**. It is imperative that students do the following: Remember that others cannot see your facial expressions, body language, and so on that would normally accompany your words when you are face to face, so choose your net communication with care to avoid misunderstandings.

Please remember shorthand abbreviations or slang of any kind **WILL NOT BE TOLERATED**.

FEEDBACK SCHEDULE:

I will try and answer all emails within 24 hours. I check my email regularly each and every day, so you should receive a reply the same day you send me a message. However, and I can't stress this enough, **it is crucial that you put CITA 106 in the subject line when sending me an email.**

Hope you have a great semester
Thanks Tim