



**COURSE DESCRIPTION, OUTLINE, TEACHING PROCEDURES,
OUTCOMES**

COURSE TITLE: Microsoft Word (2007)

COURSE DESCRIPTION:

<http://www.durhamtech.edu/html/current/noncredit/computer.htm#microsoft>

Learn basic to intermediate-level word processing functions. Create tables and learn to use automated tools. **Keyboarding** or equivalent experience recommended. **Textbook required.**

RESOURCES AND MATERIALS:

Required Text: **Microsoft Word 2007: Comprehensive**, by Jill Murphy. Labyrinth Learning. ISBN-13: 978-1-59136-114-5

The textbook is available at the DTCC Bookstore (at least one week before the class start date): <http://www.durhamtech.edu/html/prospective/bookstore.htm>

Other: **Storage media (e.g. USB flash/thumb/jump drive)**

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. Create, update and save a document
2. Select, edit, and format a paragraph and document
3. Add page breaks
4. Add bulleted and numbered lists
5. Work with tables
6. Print documents

THE PRIMARY METHOD OF EVALUATION IS :

If students are able to accomplish 80% of the course objectives, they will receive a grade of S for Satisfactory, otherwise they will receive a grade of NG for No Grade if they could not meet 80% of the course objectives. If a student misses more than 20% of the class, but is still able to perform 80% of the class objectives, it is up to the instructor if they pass the student or not.

ATTENDANCE:

Each student is required to attend at least 80% of the scheduled class time to receive a grade of Satisfactory.

DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:**REGISTRATION AND FEES for Computer Training traditional non-credit classes:**

- 1) N.C. Senior Adults 65 or older pay lab and CAPS fees: \$9 (waived course fees)
- 2) All other students will pay the **total fee** (includes course fee, lab fee and CAPS fee) as listed with the course description:
<http://www.durhamtech.edu/html/current/noncredit/computer.htm>
- 3) All students must **complete a registration form** three days before the class starts:

Registration Procedures and links to Registration Forms:

<http://www.durhamtech.edu/html/corporate/policies.htm#registration>

Course Registration Information:

Program Assistant: Herleesha Anderson
andersonh@durhamtech.edu

Computer Program Information:

Program Director: Becky Roehrs
roehrsb@durhamtech.edu

DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentervicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentervicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentervices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208, or by visiting the Student Development Office, Wynn Center, Room 1309.