

**OT 11A Microsoft Word**  
**Short Term Class - Spring 2000**

**2000 Syllabus**

JoLynne Blake, Instructor  
Voice Mail: 638-3641 Extension: 3826

**Class Meeting**

Monday and Wednesday 9:00 - 10:50 a.m. - Bus 41  
Session runs from January 10 through March 10  
Holidays      Monday, January 17  
                  Monday, February 21

**Textbook**

New Perspectives on Microsoft Word 97 Introductory  
Authors: Beverly Zimmerman, S. Scott Zimmerman, Ann Shaffer

**Course Objective**

This class will give you a working knowledge of Microsoft Word. By the end of this course you will know how to:

- Create a Document
- Edit and Format Documents
- Create a Multiple-Page Report
- Publish a Newsletter
- Work with Styles, Outlines, and Tables
- Create Form Letters and Mailing Labels
- Integrate Word with Other Programs

**Attendance and Class Conduct**

- If you are absent more than three class meetings, you may be dropped. **IF YOU DO NOT INTEND TO COMPLETE THE CLASS IT IS YOUR RESPONSIBILITY TO DROP.**
- Class attendance is required for student success.
- Punctuality is part of attendance. Be on time and ready to work.
- Provisions must be made with the instructor when the student misses a test. It is the student's responsibility to arrange this make-up exam.
- **NO** Internet use during class unless it is part of the curriculum.

**Grading Policy**

Attendance	10%
Assignments	30%
Tests	40%
Final Exam	20%

Grade Distribution:	
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	-59%

# **Tentative Schedule of Assignments**

## **WEEK 1**

Syllabus, Attendance and Computer Agreement  
Chapter 1 - Sessions 1.1 and 1.2

## **WEEK 2**

Chapter 1 Quick Checks and Tutorial Assignments

## **WEEK 3**

Quiz - Chapter 1  
Chapter 2 - Sessions 2.1 and 2.2  
Chapter 2 Quick Checks and Tutorial Assignments

## **WEEK 4**

Quiz - Chapter 2  
Chapter 3 - Sessions 3.1 and 3.2  
Chapter 3 Quick Checks and Tutorial Assignments

## **WEEK 5**

Quiz - Chapter 3  
Chapter 4 - Sessions 4.1 and 4.2  
Chapter 4 Quick Checks and Tutorial Assignments

## **WEEK 6**

Quiz - Chapter 4  
Chapter 5 - Sessions 5.1, 5.2, and 5.3  
Chapter 5 Quick Checks and Tutorial Assignments

## **WEEK 7**

Quiz - Chapter 5  
Chapter 6 - Sessions 6.1, 6.2 and 6.3

## **WEEK 8**

Chapter 6 Quick Checks and Tutorial Assignments  
Quiz - Chapter 6  
Chapter 7 - Sessions 7.1, 7.2 and 7.3

## **WEEK 9**

Chapter 7 Quick Checks and Tutorial Assignments  
FINAL EXAM

54549

**MEDICAL TERMINOLOGY: COURSE # OT 10-~~8275~~**  
**SPRING 2000 CLASS SCHEDULE: WEDNESDAY: 6:00-8:50 PM**

*Instructor*  
*Patricia White*

<b>WEEK # 1</b>	<b>COURSE INTRODUCTION</b>	<b>1/12/00</b>
<b>WEEK # 2</b>	<b>CHAPTER 2 (med terms)</b>	<b>1/19/00</b>
<b>WEEK # 3</b>	<b>CHAPTER 3 (anatomy)</b>	<b>1/26/00</b>
<b>WEEK # 4</b>	<b>CHAPTER 4 (H/P exam)</b>	<b>2/02/00</b>
<b>WEEK # 5</b>	<b>CHAPTER 5 (pharmacology)</b>	<b>2/09/00</b>
<b>WEEK # 6</b>	<b>CHAPTER 6 (integumentary)</b>	<b>2/16/00</b>
<b>WEEK # 7</b>	<b>CHAPTER 7 (musculoskeletal)</b>	<b>2/23/00</b>
<b>WEEK # 8</b>	<b>CHAPTER 8 (surgery)</b>	<b>3/01/00</b>
<b>WEEK # 9</b>	<b>CHAPTER 9 (cardiovascular)</b>	<b>3/08/00</b>
<b>WEEK # 10</b>	<b>CHAPTER 10 ( blood &amp; lymph)</b>	<b>3/15/00</b>
<b>WEEK # 11</b>	<b>CHAPTER 11 (oncology)</b>	<b>3/22/00</b>
<b>WEEK # 12</b>	<b>CHAPTER 13 (respiratory)</b>	<b>3/29/00</b>
<b>WEEK # 13</b>	<b>CHAPTER 14 (digestive)</b>	<b>4/05/00</b>
<b>WEEK # 14</b>	<b>CHAPTER 16 (urinary)</b>	<b>4/12/00</b>
	<b>SPRING BREAK</b>	<b>4/19/00</b>
<b>WEEK # 15</b>	<b>CHAPTER 17 (reproductive)</b>	<b>4/26/00</b>
<b>WEEK # 16</b>	<b>CHAPTER 19 (endocrine)</b>	<b>5/03/00</b>
<b>WEEK # 17</b>	<b>CHAPTER 20, 22, 23 (nervous/sensory)</b>	<b>5/10/00</b>
<b>WEEK # 18</b>	<b>FINAL EXAM</b>	<b>5/17/00</b>

**NOTE: MID TERM COVERS CHAPTERS # 2-8 (3/08/00)**  
**FINAL EXAM COVERS CHAPTERS # 9-20 (5/17/00)**  
**CHAPTERS NOT COVERED ARE: # 12, 15, 18, & 21**