

# Mt San Jacinto College

## CAPP 065

### Formatting Term Papers

## Course Overview

Welcome to *CAPP 065 - Formatting Term Papers Using Microsoft Word*. This course will provide you with the step-by-step basics on how to format term papers within Microsoft Word using common writing styles such as MLA and APA.

## Course Description

This course will focus on how to use the formatting features of Microsoft Word for setting margins and tabs, line spacing, creating headers, footers, hanging indents, page numbers, widow/orphans, outlines, and references in MLA and APA styles. This class is for students who will be taking classes that require documented term papers and reports that may include footnotes, endnotes, works cited, bibliographies, or other references.

## Intended Audience and Prerequisite Skills

This course is designed for students who want to become familiar with the different writing styles one may encounter within academia as well as be efficient in formatting documents within Microsoft Word using writing styles.

Basic computer skills needed to succeed in this course include the ability to:

- create and save documents
- manage files on your computer
- copy content from a word-processing program and paste into another program
- navigate the internet
- have two browser windows open at the same time
- send and receive email

Skills and attitudes helpful to online students:

- A positive attitude towards online learning and an open mind towards technology
- Strong reading and writing skills in order to participate in online instruction and discussion
- Resourcefulness - willingness to research, explore, and ask questions to complete course work
- Time management and self-regulation skills
- Basic technical troubleshooting skills

## Expected Outcomes

- Explain basic documentation rules for APA and MLA
- Format a term paper or report in MS Word, following MLA or APA style rules.
- Set margins and tabs
- Set line spacing
- Insert headers and footers
- Format hanging indents
- Apply Widow/Orphans
- Format page numbers
- Format references and documentation for MLA & APA report styles
- Format footnotes and endnotes.
- Format Works Cited/Bibliography

## Course Requirements

Complete Module Assignments/Activities - the exercises within the modules will allow you to meet the expected outcomes.

### Communicating via Email

MSJC is now providing email addresses to the students. **I strongly recommend that you become familiar with these services as all email communications that are initiated by the instructor will be sent to the your MSJC provided email address. Can you use your personal email address to communicate or send in assignments with the instructor? No. It is important that all communications come from your MSJC address. I will only accept emails from personal addresses when the MSJC system is down.**

#### ***Email Subject Naming Convention***

With SPAM infiltrating our email accounts, I do not open emails that I do not recognize. Therefore, to ensure successful delivery of email communications sent to the instructor, please place the following in the subject field of your email message:

**Subject: CAPP 065, <last name>, <subject of message>**

So if John Doe were to send an email to me about the MLA LAB, the subject would be the following:

**Subject: CAPP065, Doe, Question about MLA LAB**

If your email requires a response, I will respond to your message within 72 hours of the posting. On average, my response time to your inquiries is much shorter than 72 hours, but this defines the 'upper limit' and you can plan accordingly.

## **Estimated Time Commitment**

You can expect to spend a total of approximately 30 - 36 hours (18 instructional hours plus study and exercise completion hours) to review course material and complete hands-on exercises. This time commitment will vary based on your computer skills and familiarity with online instruction and creating content for the web. If this is your first online course, or first experience with Blackboard, you may need to spend more time.

## **Course Policies**

### **Attendance**

Student will be dropped if excessive absences occur. If you do not log into the course website for 7 consecutive days, you may be dropped from the course. If the student finds it necessary to drop the course, it is his/her responsibility to complete the process through Enrollment Services.

### **Academic Honesty**

Plagiarism/cheating is a serious offense. Any violations, intended or inadvertent, will result in immediate failure of the course. Please refer to the MSJC [Student Code of Conduct](#) located in the College Catalog for more information on this code.

### **Online Classroom Etiquette**

Every class member has the right to feel safe within a conducive learning environment. If a student behaves in a manner that negatively affects other class members, he or she is guilty of disruptive behavior. Such behavior will be dealt with in a manner consistent with school policy.

### **Disabilities**

Mt. San Jacinto College abides by the American with Disabilities Act and Section 04 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students in this course who have a documented disability, that limits a major life activity which may have some impact on your work in this class and for which you may require accommodations should meet with a counselor in Disabled Students Program and Services (DSP&S) as soon as possible.

## Evaluation

<u>Grading</u>	<u>Total Points</u>	<u>Scale</u>
Quizzes (3)	30	180- 200 A
Labs (3)	60	160 - 179 B
Discussion (1)	10	140 - 159 C
Examination	<u>100</u>	120 - 139 D
<b>Total</b>	<b>200</b>	

*Quizzes* consist of multiple choice/ true or false concepts assessments. Each quiz is worth 10 points total.

*Labs* consist of practical application assessment. Each lab is worth 20 points.

*Examination* consists of both concept and practical application assessment. The Examination is worth 100 points and is required to receive a passing grade for the course.

*DB Discussion Board* - Each and every one of us provides a valued and unique perspective to the course. Each of us will have different experiences and, yet, still share common ones. Posting our thoughts, opinions and experiences on the Discussion Boards offer an additional view to consider and enhance the learning process. Each DB assignment will require the following:

- One (1) original thread (300-400 words) to an instructor provided prompt (5 points)
- Reply (100-200 words) to two (2) fellow classmate threads. (2 replies at 2.5 points each = 5 points)

Each original thread is worth 10 points. Each reply is worth 5 points. Therefore, each DB is worth a total of 20 points. The above are the minimum requirement to receive full credit. If you wish to post more, please do so. While you will not receive any extra credit for posting additional messages, you may learn more. **REMEMBER, YOU WILL GET AS MUCH OUT OF THIS COURSE AS YOU PUT IN!**

**NOTE:** Being an online class, I understand that technology may not always work seamlessly. However, the student is responsible to ensure timely submission with strong

consideration for potential completion issues (e.g., technical, situational, personal, etc.). What does this mean? I suggest you do not wait until the last minute to complete an assignment as you may encounter technical difficulties. If the difficulties are a direct result of the MSJC systems, the burden of proof lies with the student. So, if you think you may encounter technical difficulties, be sure to print out submission receipts for justifying your case.

**Tentative Schedule**

**Assignments assigned in the week are due the following Wednesday at 12 pm noon.**

*Assignments* are due on the date given in the syllabus (see below). Due to the brevity of the course, NO LATE WORK is accepted.

<b>Week</b>	<b>Lesson / Activity</b>	<b>Deliverables Due</b>
1	MLA Style, General Formatting Margins, Spacing, Pagination, First Page	Check In MLA Quiz MLA Lab
2	APA Style, General Formatting Margins, Spacing, Pagination, Title Page	APA Quiz APA Lab DB
3	Works Cited, Bibliography, Endnotes, Footnotes, Additional Resources	References Quiz References LAB
4	Wrap Up	Examination