



Syllabus

Course/Catalog Description

Hands on practice with the Microsoft Word processing software using a windows environment. The course is a continuation of CIS 120, Microsoft Word, and will focus on editing and formatting features including multiple windows and documents, managing files, tables, columns, merge, labels, sort, and graphics. (CSU)

Recommended Preparation

CIS 120 or CIS 101

Student Learning Outcomes

- Create a multi-page document using intermediate features of MS Word. (ILO1, ILO2, ILO3, ILO4)

Measurable Course Objectives and Minimum Standards for Grade of “C”

- Demonstrate ability to work with multiple windows and multiple documents.
- Demonstrate knowledge of file management, which will include backup and purging, as well as creating and using directories.
- Create and edit a table.
- Format text using newspaper and parallel style text columns.
- Create primary and secondary files and merge them as well as sort files using line and field methods.
- Create a label form and work with envelopes.
- Create documents using graphic borders, graphic lines and boxes.
- Create documents using text art and graphic images.
- Define and use macros.

Required Materials

Microsoft® Word 2010: Illustrated Complete, 1st Edition. Duffy, South-Western Cengage Learning.

Grading Scale:

A – 90% - 100%; B – 80% - 89%; C – 70% - 79%; D – 60% - 69%; F – 0% - 59%

Tests	10%
Multiple windows/multiple documents	10%
Managing files	15%
Columns & Merge	20%
Macros	10%
Labels	10%
Graphic border, lines and boxes	10%
Text art and graphic images	15%
Total	100%

Assignments

Create a cover letter with a table that would be appropriate to accompany a resume and application for an opening in a specified company.

Late Assignments

Anything submitted late will receive only 50 percent of its total points. Being absent or late is not an excuse for submitting a late assignment. Oral assignments cannot be made up.

Disruptive Students

Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus Disciplinary Officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

Cheating and Plagiarism

IVC expects honesty and integrity from all students. A student found to have cheated on any assignment or plagiarized will receive a zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog.

Attendance

Students are expected to attend every class session. Any student who misses the first class will be dropped. Students may be dropped at instructor discretion if they miss more than a week of class hours continuously. Please make arrangements with the instructor or a fellow student to keep up with all assignments in case you cannot attend a class session for any reason.

Need for Assistance

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. Visit or call DSP&S, Mel Wendrick Access Center, Room 2117, (760) 355-6312.