Basic Course Information

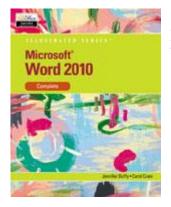|			
Semester	**Spring 2014**	Instructor Name	**Graciela Espinoza**
Course Title & #	**CIS 120**	Email	**grace.espinoza@imperial.edu**
CRN #	**20669**	Webpage (optional)	
Room	**Bldg. 900 – Room 901**	Office	**Bldg. 800-Room 809**
Class Dates	**January 22, 2014 – March 12, 2014**	Office Hours	**n/a for part-time faculty**
Class Days	**Monday; Wednesday**	Office Phone #	**760-355-6361**
Class Times Units	**10:15 a.m. – 11:20 a.m.** **1.0 unit**	Office contact if student will be out or emergency	**The instructor will rely upon email as the primary means of communication during this course. Students are required to check their IVC student email account regularly. Most emails will be answered within 24-48 hours.**

Course Description

This course provides hands-on practice using the Microsoft Word processing software. It is designed for beginners and will focus on document creation including multipage documents; basic editing and text enhancement; line and page formatting; cut, copy and paste, spell check and thesaurus. (CSU)

Course Objectives

1. Demonstrate knowledge of the basic concepts needed to use the word processing program.
2. Create, move cursor through text, save and print documents.
3. Open and edit a document.
4. Demonstrate use of spell check and envelope.
5. Enhance text appearance using bold, italics, underline, center and flush right.
6. Cut, copy, paste, drop and drag text.
7. Create multipage documents using page numbering, headers and footers, and font screens.
8. Create footnotes and endnotes and demonstrate knowledge of thesaurus and Grammatik features.

Textbooks & Other Resources or Links

Duffy, J. Cram, C. (2011) *Microsoft® Word 2010; Illustrated Complete* (1st ed) South-Western Cengage Learning. ISBN: 0-538-74714-5

Other Resources:
USB Flash Drive

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester.

Final Project: Design and create a two page advertisement promoting green environment. (ILO1, ILO2, ILO3, ILO4, ILO5)

Course Grading Based on Course Objectives

- Class is letter grade or pass/no pass

Grading		Grading Scale	
Memos/Letters	30%	90-100%	A
Reports	15%	80-89%	B
Oral Presentation	15%	70-79%	C
Final Project	20%	60-69%	D
Submitted Assignments	10%	0-59%	F
Class Participation	10%	*or* Pass/No Pass	
Total	100%		

Late Assignments**:** It is important that students carefully organize their time through this course. Late work will receive 50% of its total points. Oral assignments cannot be made up.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms.   Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- <u>Plagiarism</u> is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.

- <u>Cheating</u> is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

  Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- <u>Blackboard</u> support center: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543
- <u>Learning Labs:</u> There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library).
- <u>Library Services:</u> Library services include but are not limited to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see http://www.imperial.edu/students/student-health-center/. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/

Anticipated Class Schedule / Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 January 20-24	Syllabus & Introduction	Monday, 1/20–*Holiday*
Week 2 January 27-31	Unit A Creating, Saving and Printing a Memorandum	Data File: WD A-1
Week 3 February 3-7	Unit B Opening, Finding and Replacing Text In a Letter	Data File: WD B-4
Week 4 February 10-14	Unit C Editing, Inserting Clip Art and Enhancing Text Appearance	Data File: WD C-1
Week 5 February 17-21	Unit D Inserting Page Numbers, Arrange-All Function, Headers/Footers	Monday, 2/17-*Holiday* Data File: WD D-1
Week 6 February 24-28	Unit E: Creating and Formatting Tables Unit Review & Hands-On Practice: Units A-E	Data Files: WD E-1;E-2
Week 7 March 3-7	Final Project – Review/Research Oral Presentations	In-Class Research Assigned by Instructor
Week 8 March 10-14	Oral Presentations Final	Assigned by Instructor 2-page advertisement