

**Basic Course Information**

Semester:	Fall 2016	Instructor Name:	<b>Sylvia O. Lemus</b>
Course Title & #:	<b>Bus 164 - Microsoft Word for the Workplace</b>	Email:	<b>sylvia.lemus@imperial.edu</b>
CRN #:	<b>10150</b>	Webpage (optional):	N/A
Classroom:	803	Office #:	N/A
Class Dates:	8/15/16 - 12/09/16	Office Hours:	N/A
Class Days:	Monday	Cell Phone #:	760-556-8206
Class Times:	6:00pm - 10:00pm	Emergency Contact:	Frances Arce-Gomez 760-355-6361
Units:	3		

**Course Description**

This course stresses those competencies required of the office worker in today’s business environment. It is designed to teach students production skills for today’s office environment using word processing software as well as develop skills for handling business procedures. (CSU)

**Student Learning Outcomes**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Create a report where essential MS Word 2013 functions are used. (ILO2, ILO3, ILO5)
2. Design and create an online form for a company retreat. During this process, analyze and reinforce writing and critical thinking skills. (ILO1, ILO2, ILO3, ILO5)
3. Use the Mail Merge process to create letters and mailing labels. (ILO1, ILO2, ILO3, ILO5)

**Course Objectives**

**MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":**

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate use of word processing commands necessary for tasks required in today’s office environment.
2. Create, edit, store, and retrieve business documents using word processing software.
3. Show knowledge of basic word processing tools such as merge, spell check, grammar, and thesaurus.
4. Show knowledge of the basic insert features such as headers and footers, watermarks, bullets and page numbering.
5. Design business letterhead and business forms as well as use templates to create documents.
6. Create and format business documents using standards business styles and use proper grammar

and proofreading skills.

7. Create and format tables, integrate tables into others documents, and demonstrate ability to use advance table features such as sorting and calculating.
8. Design a business and create documents to handle office procedures in a simulation.
9. Exhibit the skills to key 40 net words per minute on a 5-minute timed writing with no more than 10 errors.

### Textbooks & Other Resources or Links

Clayton, D 2006. *121 Timed Writings* Thomson Learning ISBN: 978-0538974905.

Shelly, G., Vermaat, M 2012. *Microsoft Office Word 2010: Comprehensive* 1st. Cincinnati, Ohio. South-Western Cengage Learning ISBN: 978-1439079003.

### Course Requirements and Instructional Methods

#### METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Mid-Term/Final Exam(s)  
Problem Solving Exercise  
Skill Demonstration  
Written Assignments  
Other, please identify  
Class Activity

#### INSTRUCTIONAL METHODOLOGY:

Audio Visual  
Demonstration  
Discussion  
Group Activity  
Individual Assistance  
Lab Activity  
Lecture  
Simulation/Case Study

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

Distance Learning

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

#### ASSIGNMENTS:

Out-of-class:

- 1) Create a letter where employees will be informed of an upcoming event.
- 2) Design a business letterhead for a company.

Reading and writing:

- 1) Read and comprehend the necessary steps that need to be followed in orders to merged business documents.
- 2) Research and write a memo integrating graphics and essential information of three historical sites of a country.

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. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

1000 - 900 = 90%	A
800 - 899 = 80%	B
700 - 799 = 70%	C
600 - 699 = 60%	D
Anything below 59%	F

### Attendance

#### *IVC ATTENDANCE POLICY*

- 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 by the instructor.
- 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.

## Online Netiquette

### *Information for web-enhanced, hybrid and online courses.*

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

## Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

## Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.

- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills 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. Please contact them 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.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 15	Attendance – Substitute: Efrain Silva	
Week 2 August 22	Attendance -	
Week 3 August 29	Class schedule will be distributed in class	

\*\*\*Tentative, subject to change without prior notice\*\*\*