Basic Course Information

Semester	**Spring 2019**	Instructor Name	**Melody Chronister**
Course Title & #	**CIS121: Microsoft Word II**	Email	**melody.chronister@imperial.edu**
CRN #	**20220**	Webpage (optional)	**None**
Room	**ONLINE**	Office	**40**
Class Dates	**4/8 – 6/7**	Office Hours	**By appointment only**
Class Days	**ONLINE**	Office Phone #	**(760) 355-6552**
Class Times	**ONLINE**	Office contact if student will be	**The instructor relies upon email as the primary means of communication.**
Units	**1**	out or emergency	

Course 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)

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 multi-page document using intermediate features of MS Word.

Course Objectives

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

1. Demonstrate ability to work with multiple windows and multiple documents.

2. Demonstrate knowledge of file management, which will include backup and purging as well as creating and using directories.

3. Create and edit a table.

4. Format text using newspaper and parallel style text columns.

5. Crate primary and secondary files and merge them as well as sort files using line and field methods.

6. Crate a label form and work with envelopes.

7. Create documents using graphic borders, graphic lines, and boxes.

8. Crate documents using text art and graphic images.

9. Define and use macros

Textbooks & Other Resources or Links

Good news - it is free! We are using an open educational resource, which will be embedded in the weekly modules. No purchasing of textbooks required in this class.

Course Requirements and Instructional Methods

This course will consist of a combination of lectures, assigned workbook activity, lab assignments, a class project, and performance on homework and exams.

Lab Assignments: Every week there will be lab assignments that correspond to the unit covered during lecture.

Homework: There will be activities and questions from the end of each unit.

Exam: Exam will be multiple choice and true and false. Tests will be administered using Canvas.

Course Grading Based on Course Objectives

		SCALE:		
Participation (Discussion Posts):	175 (7 @ 25)		A	810 - 900 points
Assignments:	450 (6 @ 75)		B	720 - 809 points
Quizzes/ConceptReview:	175 (7 @ 25)		C	630 - 719 points
Final Exam:	100		D	540 - 629 points
			F	539 points and below

To receive full credit, all work must be turned in on time. If you have an emergency which prevents you from participating in class, it is your responsibility to make acceptable arrangements prior to the absence. Class attendance and tardy policy follows the regulations in the IVC college catalog.

Attendance

California Ed Code requires that I remove students from my roster by "dropping" them IF they never attended the course and are therefore a "no show". Since this is an online course, I define you as a "no show" if you do not complete the Introduction Discussion Forum Assignment by the third day of this class. Since this is a short-term course, dates to drop, receive a refund, or receive a "W" are different that full term courses – they come and go very quickly! Please do not delay in dropping if that is your choice. Once you have completed the Introduction assignment it becomes YOUR RESPONSIBILITY to drop the course. Please drop the course via WebSTAR prior to the drop deadline. Do not assume I will do this for you.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Online Classroom "Netiquette"

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word.
- Netiquette rules to remember: 1) Identify yourself, 2) Include a subject line, 3) Avoid sarcasm, 4) Respect others' privacy, 5) Acknowledge and return messages promptly, 6) Copy with caution, 7) No spam or junk mail, 8) Be concise, 9) Use appropriate language, 10) Use appropriate emoticons (emotional icons) to help convey meaning, 11) Use appropriate intensifiers to help convey meaning – do not use ALL CAPS or excessing "!!!!".

Academic Honesty

- Plagiarism 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.
- 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, 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

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.

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- 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. We now also have a fulltime mental health counselor. For information visit the Student Health Center Website. 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.

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at the Information Literacy Website managed by the IVC Library.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate

completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Anticipated Class Schedule / Calendar

Date or Week	Activity, Assignment, and/or Topic
Week 1	How to be a Successful Online Student video, Syllabus and Course Policies Quiz. Working with the Cloud (One Drive)
Week 2	Creating and Formatting Tables (Lecture, Lab, Discussion, Concept Review Quiz)
Week 3	Illustrating Documents with Graphics (Lecture, Lab, Discussion, Concept Review Quiz)
Week 4	Working with Themes and Building Blocks (Lecture, Lab, Discussion, Concept Review Quiz)
Week 5	Working with Themes and Building Blocks (Lecture, Lab, Discussion, Concept Review Quiz)
Week 6	Merging Word Documents (Lecture, Lab, Discussion, Concept Review Quiz)
Week 7	Merging Word Documents (Lecture, Lab, Discussion, Concept Review Quiz)
Week 8	Final Exam

Tentative, subject to change without prior notice