



Basic Course Information

Semester:	Fall 2021	Instructor Name:	Vicki Vloria
Course Title & #:	CIS 121 – Microsoft Word	Email:	Vicki.Vloria@imperial.edu
CRN #:	10894	Webpage (optional):	
Classroom:	Online	Office #:	Online (Email, Call, Text)
Class Dates:	October 11 – December 11	Office Hours:	Tuesdays 6 – 8 p.m.
Class Days:	Online	Office Phone #:	760 791 1849
Class Times:	Online	Emergency Contact:	
Units:	1	Class Format:	Online

Course Description

Hands on practice with the Microsoft Word, 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)

Course Prerequisite(s) and/or Corequisite(s)

None

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. (ILO1, ILO2, ILO3, ILO4)

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. Create primary and secondary files and merge them as well as sort files using line and field methods.
6. Create a label form and work with envelopes.
7. Create documents using graphic borders, graphic lines, and boxes.
8. Create documents using text art and graphic images.
9. Define and use macros.

Textbooks & Other Resources or Links

For this course you will need to purchase a one-term **Cengage Unlimited Subscription for \$119**. (Longer options are available.) This subscription only needs to be purchased once per semester (or less often for a longer subscription). This one subscription will cover all your Cengage coursework.

This course is part of the Shelly Cashman Series Collection. So, this course is part of a multi-term course. I'll be using this multi-term course for various 1-unit Microsoft courses that I teach.

If you are taking more than one course with me, you only need to purchase the subscription once. This one-term subscription will cover any 1-unit Microsoft courses that I teach even if you take them in a different semester.

Course Requirements and Instructional Methods

Remember this course is only 8 weeks long. Although this is a one-unit class, you should be dedicating 6 to 8 hours a week to complete your assignments.

This is an entirely web-based course with no on-campus visits required. You may complete all course work from your home if you have an internet connection and are able to master the features of Canvas, which is Imperial Valley College's online course management system.

This is NOT an online self-study course with a due date of the last day of scheduled class.

This course includes weekly deadlines scheduled throughout the semester.

We will adhere to a weekly schedule that includes many activities, including discussions, assignments, quizzes, and exams.

Activities	Points	Percentage
Assignments (4 x 100)	400	21 %
Projects (5 x 100)	500	26 %
Exams (4 x 100) / Quiz (1 x 100)	500	26 %
Discussions (5 x 100)	500	26 %
Total	1,900	100%

Late Submissions

To complete the course successfully, please strive to meet all deadlines, especially on interactive elements (discussions) of the course. If life events interrupt your class work, I will work with you! Please contact me **as soon as possible** so I can help you stay as current and provide as much support as possible. **Points will be deducted for late work.**

Course Grading Based on Course Objectives

Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%



Course Policies

Online attendance is not marked by your physical presence in a classroom, but rather by your **participation and engagement** with the course activities and assignments.

Guidelines

- This course is designed to take about **6-8 hours per week (on average)**. Please plan to:
 - Set aside time each week to view all module materials and submit required work
 - Log in regularly each week to check for announcements, grades, messages, and comments
 - Participate in online discussions, and respond thoughtfully to your peers

Drop Policy

- **During the first week:** Complete your first Discussion by Wednesday 11:59 p.m. to mark your attendance and secure your spot!
- **Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the class.**

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Dates	Topic	Assignments	Due Dates
Week 1 Oct. 11 -16	Introductions, Guidelines, and Resources	Discussion Quiz	Wed. Oct. 13 Sat. Oct. 16
Module 4 Oct. 17 - 27	Create a Document with a Title Page, Lists, Tables, and a Watermark	Discussion Training Exam Project	Wed., Oct. 20 Sat., Oct. 23 Sat., Oct. 23 Wed., Oct. 27
Module 5 Oct. 28 - Nov. 6	Use a Template to Create a Resume and Share a Finished Document	Discussion Training Exam Project	Sat., Oct. 30 Wed., Nov. 3 Wed., Nov. 3 Sat., Nov. 6
Module 6 Nov. 7 - 17	Generate Form Letters, Mailing Labels, and a Directory	Discussion Training Exam Project	Wed., Nov. 10 Sat., Nov. 13 Sat., Nov. 13 Wed., Nov. 17
Module 7 Nov. 18 - Dec. 4	Create a Newsletter with a Pull-Quote and a Graphic Thanksgiving Break (Nov. 21 - 27)	Discussion Training Exam Project	Sat., Nov. 20 Wed., Dec. 1 Wed., Dec. 1 Sat., Dec. 4
Dec. 5 - 10	Capstone Project	Capstone Project	Fri. Dec. 10

Subject to change without prior notice