IMPERIAL VALLEY COLLEGE

## Basic Course Information

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|---|---|---|---|
| Semester: | **Spring 2022** | Instructor Name: | **Vicki Viloria** |
| Course Title & #: | **CIS 121 – Microsoft Word** | Email: | **Vicki.Viloria@imperial.edu** |
| CRN #: | **20099** | Webpage (optional): | |
| Classroom: | **Online** | Office #: | **Online (Email, Call, Text)** |
| Class Dates: | **April 11 – June 10** | 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 <mark>6-8 hours per week</mark> (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 clas**s.

## 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<br>April 11 - 16 | Introductions, Guidelines, and Resources | Discussion<br>Quiz | Wed. April 13<br>Sat. April 16 |
| Module 4<br>April 24 – May 4 | Create a Document with a Title Page, Lists, Tables, and a Watermark | Discussion<br>Training<br>Exam<br>Project | Wed., April 27<br>Sat., April 30<br>Sat., April 30<br>Wed., May 4 |
| Module 5<br>May 5 - 14 | Use a Template to Create a Resume and Share a Finished Document | Discussion<br>Training<br>Exam<br>Project | Sat., May 7<br>Wed., May 11<br>Wed., May 11<br>Sat., May 14 |
| Module 6<br>May 15 - 25 | Generate Form Letters, Mailing Labels, and a Directory | Discussion<br>Training<br>Exam<br>Project | Wed., May 18<br>Sat., May 21<br>Sat., May 21<br>Wed., May 25 |
| Module 7<br>May 26 – June 4 | Create a Newsletter with a Pull-Quote and a Graphic<br>Thanksgiving Break (Nov. 21 – 27) | Discussion<br>Training<br>Exam<br>Project | Sat., May 28<br>Wed., June 1<br>Wed., June 1<br>Sat., June 4 |
| June 5 - 10 | Capstone Project | Capstone Project | Fri. June 10 |

**\*\*\*Subject to change without prior notice\*\*\***