



## Basic Course Information

Semester:	<b>Fall 2022</b>	Instructor Name:	<b>Vicki Vloria</b>
Course Title & #:	<b>CIS 120 – Microsoft Word I</b>	Email:	<b>Vicki.Vloria@imperial.edu</b>
CRN #:	<b>10904</b>	Webpage (optional):	
Classroom:	<b>Online</b>	Office #:	<b>Online (email, phone, or text)</b>
Class Dates:	<b>August 15 – October 7</b>	Office Hours:	<b>Tuesdays 6 – 8 p.m.</b>
Class Days:	<b>Online</b>	Office Phone #:	<b>760 791 1849</b>
Class Times:	Online	Emergency Contact:	
Units:	<b>1</b>	Class Format:	Online

## Course Description

Hands-on practice with the Microsoft Word word processing software using a windows environment. The course 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 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. Design and create a two-page advertisement promoting green environment using MS Word features. (ILO1, ILO2, ILO3, ILO4, ILO5)

## Course Objectives

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

1. Demonstrate know ledge of the basic concepts needed to use the word processing program.
2. Crate, move cursor through text, save and print documents.
3. Open and edit a document.
4. Demonstrate knowledge of basic text formatting, including margins, tabs, page breaks, justification, and line spacing.
5. Demonstrate use spell check, and envelope.
6. Enhance text appearance using bold, italics, underline, center, and flush right.
7. Cut, copy, past, drop and drag text.
8. Create multi-page documents using page numbering, headers and footers, and font screens.
9. Crate footnotes and endnotes and demonstrate knowledge of thesaurus and Grammatik features.

## Work-based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging, and relevant learning environment. This semester, I will be offering the following WBL activities to provide you with the opportunity to explore career options in Computer Information Systems.

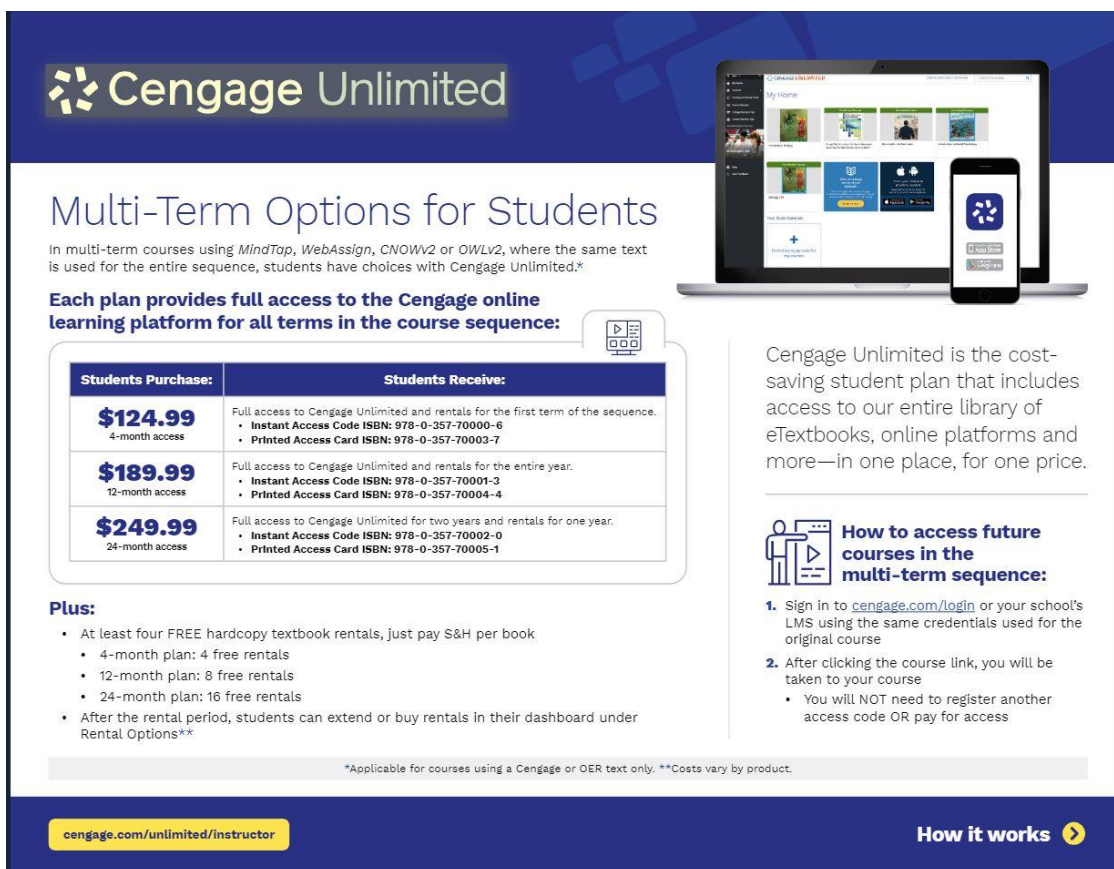
WBL Activity Name	WBL Activity Description
Projects	Project 1: Create, Format, and Edit Word Document with a Picture Project 2: Create a Research Paper with References and Sources Project 3: Create a Business Letter with Letterhead and Table Capstone Project

### Textbooks & Other Resources or Links

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.

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$124.99 per semester, you get access to ALL your Cengage eTextbooks and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay \$9.99 S&H each.



**Cengage Unlimited**

## Multi-Term Options for Students

In multi-term courses using *MindTap*, *WebAssign*, *CNOWV2* or *OWLv2*, where the same text is used for the entire sequence, students have choices with Cengage Unlimited.\*

**Each plan provides full access to the Cengage online learning platform for all terms in the course sequence:**

Students Purchase:	Students Receive:
<b>\$124.99</b> 4-month access	Full access to Cengage Unlimited and rentals for the first term of the sequence. <ul style="list-style-type: none"> <li>Instant Access Code ISBN: 978-0-357-70000-6</li> <li>Printed Access Card ISBN: 978-0-357-70003-7</li> </ul>
<b>\$189.99</b> 12-month access	Full access to Cengage Unlimited and rentals for the entire year. <ul style="list-style-type: none"> <li>Instant Access Code ISBN: 978-0-357-70001-3</li> <li>Printed Access Card ISBN: 978-0-357-70004-4</li> </ul>
<b>\$249.99</b> 24-month access	Full access to Cengage Unlimited for two years and rentals for one year. <ul style="list-style-type: none"> <li>Instant Access Code ISBN: 978-0-357-70002-0</li> <li>Printed Access Card ISBN: 978-0-357-70005-1</li> </ul>

**Plus:**

- At least four FREE hardcopy textbook rentals, just pay S&H per book
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- 24-month plan: 16 free rentals
- After the rental period, students can extend or buy rentals in their dashboard under Rental Options\*\*

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**How to access future courses in the multi-term sequence:**

- Sign in to [cengage.com/login](http://cengage.com/login) or your school's LMS using the same credentials used for the original course
- After clicking the course link, you will be taken to your course
  - You will NOT need to register another access code OR pay for access

\*Applicable for courses using a Cengage or OER text only. \*\*Costs vary by product.

[cengage.com/unlimited/instructor](http://cengage.com/unlimited/instructor) **How it works** >

**Note:** You only need to purchase one Cengage Unlimited subscription to add any Cengage eTextbook or online homework for other classes to your dashboard at no additional cost.



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### 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 (3 x 100)	300	20 %
Exams (4 x 100)	400	27 %
Projects (4 x 100)	400	27 %
Discussions (4 x 100)	400	27 %
Total	1,500	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

Week	Dates	Cengage Module	Topic	Assignments	Due Dates
1	Aug. 15 - 20		Introduction, Guidelines & Resources	Discussion Peer Replies / Quiz	Wed., Aug. 17 Sat., Aug. 20
2	Aug. 21 - 27	1	Create, Format, and Edit a Word Document with a Picture	Discussion Peer Replies / Training	Wed., August 24 Sat., August 27
3	Aug. 28 - Sept. 3			Exam Project	Wed., August 31 Sat., Sept. 3
4	Sept. 4 - 10	2	Create a Research Paper with References and Sources	Discussion Peer Replies / Training	Wed., Sept. 7 Sat., Sept. 10
5	Sept. 11 - 17			Exam Project	Wed., Sept. 14 Sat., Sept. 17
6	Sept. 18 - 24	3	Create a Business Letter with Letterhead and a Table	Discussion Peer Replies / Training	Wed., Sept. 21 Sat., Sept. 24
7	Sept. 25 - Oct. 1			Exam Project	Wed., Sept. 28 Sat., Oct. 1
8	Oct. 2 - 7		Capstone Project	Capstone Project	Fri., Oct. 7

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