CIS 121 Microsoft Word II

Basic Course Information

Semester:	**Spring 2025**	Instructor Name:	**Alicia Paola Cota**
Course Title & #:	**CIS120 Word**	Email:	**alicia.cota@imperial.edu**
CRN #:	**20099**	Office Hours in Person (optional):	**5:00 pm to 6:00 pm Room 802 Monday and Wednesday**
Classroom:	**Online – Asynchronous**		
Class Dates:	**Apr 07 – Jun 06**	Online Office Hours:	
Class Days:	**Online – Asynchronous**	ZOOM Link #:	
Class Times:	N/A	Emergency Contact:	**Canvas Inbox**
Units:	1 Unit	Class Format/Modality:	**Online – Asynchronous**

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.

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

None

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. *Crate 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. *Create 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.*

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:
1. *Create a multi-page document using intermediate features of MS Word*

Textbooks & Other Resources or Links

NOTE: This course uses Zero Text Cost material, so it is optional if you want to purchase the Cengage products.

Course Requirements and Instructional Methods

Remember this course is only 6 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 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.

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

Activities	Percentage
Assignments	20 %
Projects	24 %
Exams / Quiz	32 %
Discussions	24 %
Total	100%

Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Course Policies

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.

Guidelines

*• This course is designed to take about **6-8 hours per week** (on average). **Please plan to**:*

- o *Set aside time each week to view all module materials and submit required work*
- o *Log in regularly each week to check for announcements, grades, messages, and comments*
- o *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. in order 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****.*

Course Requirements and Instructional Methods

We will be using Canvas to conduct this class online. Logging into Canvas

 a. *Go to https://www.imperial.edu/students/canvas/ and follow the login instructions to login.*
 b. *Once logged in, click on the course OR click on 'Courses' on the left menu and click on 'All Courses' to view your courses.*
 c. *Read the course syllabus.*
 d. *Read the document under Week 1 entitled "Week 1 Online Things to Do." This outlines exactly what you have to do and by when you have to do it for Week 1.*
 e. *Become familiar with the course.*

You must have access to a computer. The computer must have access to the Internet.

Attendance

A student who fails to attend the first meeting of a 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. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Online Netiquette

Grammar: Use proper grammar and college-level writing in all class interactions. Linked Content: All content linked within the course should be 'safe for work' and appropriate. Debate vs. Flaming: Debates are encouraged within the discussion forums. People are entitled to their opinions and a difference of opinions is welcomed. Debate the point using facts and researched credible content. Do not use offensive language and/or personal attacks toward other students. Respect: Respect one another.

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. 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 4 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.

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 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: plagiarism copying or attempting to copy from others during an examination or on an assignment; communicating test information with another person during an examination; allowing others to do an assignment or a portion of an assignment use of a commercial term paper service.

Institutional Policies

Standards of Student Conduct: Information can be found here:

https://www.imperial.edu/students/studentaffairs/standards-of-student-conduct/ Links to an external site.

Additional Help – Discretionary Section and Language

Canvas Support: Can be found online in help icon under global navigation menu inside of canvas: Personal asistence go to library on campus to assist you using computers, tutors, or a combination. Please consult your college map

for Learning Services (library). Please speak to the instructor about issues sent an inbox inside of canvas

unique to your specific program Library Services: There is more to our library than just books. You have access to tutors in the learning 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 760-355-6312 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 full-time mental health counselor. For information see http://www.imperial.edu/students/studenthealth-center/ 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 at https://www.imperial.edu/students/student-guides/

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all

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sources. Speak with our library to learn more about information literacy.
https://www.imperial.edu/coursesandprograms/divisions/arts-and-letters/library-department/

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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.

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.

Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination.

Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to

the instructor about labs unique to your specific program.

Library Services: There is more to our library than just books. You have access to tutors in the learning center, study

rooms for small groups, and online access to a wealth of resources.

Contacting the Instructor

Here are a few ways to contact me if you have any questions:

1. Send me an inbox by canvas This is the fastest way to contact me.

2. Email me at Alicia.cota@imperial.edu. Include your name and class as the subject.

3. Send me a message by phone 760-235-7036. Include your name and class.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Makings SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

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

2	file management, which will include backup and purging, as well creating and using directories.
3	Edit a table
4	Format text using newspaper and parallel style text columns.
5	Primary and secondary files and merge them as well as sort files using line and field methods.
6	Label form and work with envelopes.
7	Documents using graphic borders, graphic lines, boxes, and graphic image
8	Use macros

Subject to change without prior notice