



CIS 120

MICROSOFT WORD

Fall 2013: Thursday 6:30 PM – 8:35 PM

Instructor: Sylvia O. Lemus

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Syllabus

Course/Catalog Description

Hands-on practice with the Microsoft 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.

Recommended Preparation

N/A

Student Learning Outcomes

- Design and create a two page advertisement promoting green environment using MS Word features. (ILO1, ILO2, ILO3, ILO4, ILO5)

Measurable Course Objectives and Minimum Standards for Grade of “C”

- Demonstrate knowledge of the basic concepts needed to use the word processing program.
- Create, move cursor through text, save and print documents.
- Open and edit a document.
- Demonstrate use spell check, and envelope.
- Enhance text appearance using bold, italics, underline, center, and flush right.
- Cut, copy, past, drop and drag text.
- Create multi-page documents using page numbering, headers and footers, and font screens.
- Create footnotes and endnotes, and demonstrate knowledge of thesaurus and Grammatik features.

Required Materials

Microsoft® Word 2010: Illustrated Complete, 1st Edition. Duffy, South-Western Cengage Learning.

Grading Scale:

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

Pass/No Pass

Grading

Memos & Letters	30%
Report	15%
Oral Presentation	10%
Employment Communication	10%
Tests & Final	20%
Check-in Assignments	10%
<u>Class Participation</u>	<u>5%</u>
Total	100%

Assignments

Readings from the textbook are assigned after most class sessions. Using Microsoft Word, develop the content of documents including, but not limited to, letters, memos, handouts and flyers. Handwritten documents are not acceptable.

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

Late Assignments

Anything submitted late will receive only 50 percent of its total points. Being absent or late is not an excuse for submitting a late assignment. Oral assignments cannot be made up.

Disruptive Students

Most of you are here to learn, but some students are not serious. To preserve a productive learning environment, students who disrupt or interfere with a class may be sent out of the room and told to meet with Sergio Lopez, Campus Disciplinary Officer, before returning to continue with coursework. Mr. Lopez will follow disciplinary procedures as outlined in the General Catalog.

Cheating and Plagiarism

IVC expects honesty and integrity from all students. A student found to have cheated on any assignment or plagiarized will receive a zero for the assignment and sent to Disciplinary Officer Sergio Lopez. A second occurrence of cheating or plagiarism may result in dismissal from class and expulsion from IVC as outlined in the General Catalog.

Attendance

Students are expected to attend every class session. Any student who misses the first class will be dropped. Students may be dropped at instructor discretion if they miss more than a week of class hours continuously. Please make arrangements with the instructor or a fellow student to keep up with all assignments in case you cannot attend a class session for any reason.

Need for Assistance

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. Visit or call DSP&S, Mel Wendrick Access Center, Room 2117, (760) 355-6312.