Basic Course Information

Semester	Fall 2014	Instructor Name	Vicki Viloria
Course Title & #	CIS120 Microsoft Word I	Email	Vicki.viloria@imperial.edu
CRN #	10259		
Room	803		
Class Dates	August 18 – October 7, 2014		
Class Days	Tuesday		
Class Times	6:30 - 8:35 p.m.	Office contact if student will be out or emergency	760-791-1849
Units	1 Unit		

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)

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 knowledge of the basic concepts needed to use the word processing program.
2. Create, 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. Create footnotes and endnotes, and demonstrate knowledge of thesaurus and Grammatik features.

Textbooks & Other Resources or Links

Duffy& Cram. Microsoft Word 2013, Illustrated. Cengage Learning 2014 ISBN: 978-1-285-09311-6

Course Requirements and Instructional Methods

During the first forty minutes of class, I will review topics relating to the current Unit. The remainder of class will be utilized to work in class on assignments. Unfinished work should be completed as homework.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

20% - Lessons	20% - Independent Challenge	20% - Test
20% - Skills Review	20% - Visual Workshop	

90-100% - A   **80-89% - B**   **70-79% - C**   **60-69% - D**

Attendance

- 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.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider:** specifics for your class/program
- 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 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 portion of an assignment
  - use of a commercial term paper service

Additional Help

- Blackboard support center: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543
- 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.

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 fulltime mental health counselor. For information see http://www.imperial.edu/students/student-health-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 http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/

Anticipated Class Schedule / Calendar

Week	Date	Topic	Pages	Homework
1	August 19	Introduction – Syllabus Review		
2	August 26	Unit A: Creating Documents with WORD 2013	Word 1 - 17	Word 18-24
3	September 2	Unit B: Editing Documents	Word 25-41	Word 42-48
4	September 9	Review Units A & B		
5	September 16	Unit C: Formatting Text and Paragraphs	Word 49-67	Word 68-76
6	September 23	Unit D: Formatting Documents	Word 77-95	Word 96-104
7	September 30	Review Units C & D		
8	October 7	Test		