Basic Course Information

Semester:	**Spring 2015**	Instructor Name:	**Vicki Viloria**
Course Title & #:	**CIS 120 Microsoft Word**	Email:	**Vicki.viloria@imperial.edu**
CRN #:	**20159**	Webpage (optional):	**N/A**
Classroom:	**803**	Office #:	**N/A**
Class Dates:	**2/17 – 4/16/2015**	Office Hours:	**N/A**
Class Days:	**Tuesdays**	Office Phone #:	**760 791 1849**
Class Times:	6:30 - 8:35 p.m.	Emergency Contact:	**N/A**
Units:	1		

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: 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 document, 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 of 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 the class will be utilized to work in class on assignments. Unfinished work should be completed as homework. Come prepared to work on assignments during class.

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

Homework 80%   20% - Tests
90-100% - A 80-89% -B   70-79% - C   60-69% - D

Homework Assignments

#	File Name	Unit	Due Date	Type
1.	Borneo Tour	A	February 24	Lesson
2.	Rainforest	A	March 3	Lesson
3.	Skinner Fax	A	March 3	Skills Review
4.	Sold Out Fax	A	March 3	Skills Review
5.	Taylor letter	A	March 3	Independent Challenge
6.	Johnson Letter	A	March 3	Visual Workshop
7.	Lecture PR	B	March 10	Lesson
8.	POAS 2016	B	March 10	Skills Review
9.	Theatre FR	B	March 17	Independent Challenge
10.	Visa	B	March 17	Visual Workshop
11.	Last Minute	C	March 17	Lesson
12.	Jackson EDA	C	March 24	Skills Review
13.	Solar Home	C	March 24	Independent Challenge
14.	JP Café Menu	C	March 24	Visual Workshop
15.	Healthy Traveler	D	March 31	Lesson
16.	Liberty Fitness	D	March 31	Skills Review
17.	Village Cater	D	April 14	Independent Challenge
18.	Perennial	D	April 14	Visual Workshop

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

- <u>Electronic Devices:</u> Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- <u>Food and Drink</u> are prohibited in all classrooms.   Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- <u>Disruptive Students:</u>   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.
- <u>Children in the classroom:</u> Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- <u>Plagiarism</u> is taking and presenting 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 "cite a source" correctly, you must ask for help.
- <u>Cheating</u> is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- **Library Services.** There is more to our library than just books. You have access to tutors in the Study Skills 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 760-355-6313. Please contact them 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.
- **Student Health Center**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6310 in Room 2109 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC Mental Health Counseling Services at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Assignments Due Dates
Week 1 February 17	Syllabus & Introduction Unit A: Creating Documents with WORD 2013	
Week 2 February 24	Unit A: Continued	Unit A: Lesson: Borneo Tour and Rainforest
Week 3 March 3	Unit B: Editing Documents	Unit A: Skills Review: Skinner Fax & Sold Out Fax Ind. Challenge: Taylor Letter Visual Workshop: Johnson Letter
Week 4 March 10	Unit C: Formatting Text and Paragraphs	Unit B: Lesson: Lecture PR Skills Review: POAS 2016,
Week 5 March 17	Unit C: Continued	Unit B: Ind. Challenge: Theatre FR Visual Workshop: Visa Unit C: Lesson Last Minute
Week 6 March 24	Unit D: Formatting Documents Unit D:	Unit C: Skills Review: Jackson EdA Ind. Challenge: Solar Home Visual Workshop: Café Menu
Week 7 March 31	Review for Exam	Unit D: Lesson: Healthy Traveler Skills Review: Liberty Fitness
Week 8 April 14	**Exam: Terminology**	Unit D: Ind. Challenge: Village Cater Visual Workshop: Perennial

Tentative, subject to change without prior notice