

Basic Course Information

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|------------------|---|--|---|
| Semester | Fall 2016 | Instructor Name | Angie T. Ruiz |
| Course Title & # | BUS 164 Microsoft Word for the Workplace | Email | angie.ruiz@imperial.edu |
| CRN # | 10149 | | |
| Room | 803 | Office | Room 811 |
| Class Dates | 08/15-12/09/2015 | Office Hours | M, T, TH 1:00-2:00 p.m. F 9:00-10:00 a.m. |
| Class Days | T & TH | Office Phone # | (760) 355-6339 |
| Class Times | 10:20 a.m.-12:25 p.m. | Office contact if student will be out or emergency | Frances Arce-Gomez, Staff Secretary (760) 355-6361 |
| Units | 3 | | |

Course Description

The course is designed to teach students to use Microsoft Word 2013, on the microcomputer and to develop office technology skills.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Create a report where essential MS Word 2013 functions are applied
- Design and create an online form for a company retreat while applying critical thinking skills
- Design and create an agenda with the daily events of retreat

Course Objectives

1. Demonstrate knowledge in the input, and output used in word processing and develop trouble shooting hardware and software techniques.
2. Show knowledge of storage media used in word processing.
3. Create, edit, review, store and retrieve business documents using word processing software on the microcomputer.
4. Displaying correct formatting and editing features for business documents and show knowledge of proper grammar usage and proofreading skills.
5. Show knowledge of the find and replace function, block, and move function, and spell/thesaurus function for word processing.
6. Exhibit the skill to key 40 words per minute on a 5-minute timed writing with no more than 10 errors. Ethical behavior will be encouraged in this area.

Textbooks

- Textbooks:** Vermaat, Microsoft Word 2013, Comprehensive, ISBN-13:978-1-285-16778-7
121 Timed Writing with Skillbuilding Drills, Clayton, 7th Ed. ISBN 0-538-97490-7
- Materials:** Memory Stick 1GB

Course Requirements and Instructional Methods

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

METHODS OF EVALUATION

| | |
|-----|--------------------|
| 10% | Speed and Accuracy |
| 30% | Class Assignments |
| 40% | Exams |
| 20% | Final |

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 or 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: (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) 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 760-355-6313 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

BUS 164
Microsoft Word for the Workplace
Course Outline

| Weeks | | |
|------------------------------|--------|--|
| Week 1 8/15/2016 | Ch. 1 | Creating Formatting and Editing a Word Document |
| Week 2 8/22/2016 | | Lab Assignments Ch. 1 Final Project Flyer |
| Week 3 8/29/2016 | | Test Ch. 1 (Online & Hands-On) |
| | Ch. 2 | Creating a Research Paper with Citations |
| Week 4 9/5/2016 | | <i>Introduction to Gmetrix</i> Lab Assignments Ch. 2 |
| Week 5 9/12/2016 | | Final Project Research Paper Test Ch. 2 (Online & Hands-On) |
| | Ch. 3 | Creating a Business Letter with a Letterhead |
| | | Lab Assignments Ch. 3 |
| Week 6 9/19/2016 | | Test Ch. 3 (Online & Hands-on) |
| | Ch. 4 | Using a Template to Create a Resume Lab Assignments Ch. 4 |
| Week 7 9/26/2016 | | Test Ch. 4 (Online & Hands-On) <i>Gmetrix Projects</i> |
| Week 8 10/3/2016 | Ch. 5 | Creating a Document with a Title Page Lab Assignments Ch. 5 |
| | | Final Project Site Memo |
| Week 9 10/10/2016 | | Test Ch. 5 (Online & Hands-On) Final Project Agenda |
| Week 10 10/17/2016 | Ch. 6 | Generating Letters, Mailing Labels, & Directories Lab Assignments Ch. 6 |
| | | Final Project Detail Letter |
| Week 11 10/24/2016 | | Final Project Name Tags Test Ch. 6 (Online & Hands-On) |
| Week 12 10/31/2016 | Ch. 7 | Creating a Professional Newsletter Lab Assignments Ch. 7 |
| Week 13 11/7/2016 | | Final Project Newsletter <i>Gmetrix Projects</i> |
| Week 14 11/14/2016 | | Test Ch. 7 (Online & Hands-On) |
| | Ch. 10 | Creating a Template for an Online Form Lab Assignments Ch. 10 |
| | | <i>Gmetrix Projects</i> |
| Week 15 11/28/2016 | | Final Project Online Form Final Project Presentations |
| Week 16 12/5/2016 | | Final Exam Ch. 10 (Online & Hands-On) |

Note: Weekly chapter online quizzes will be taken