

Basic Course Information			
Semester	Winter 2017	Instructor Name	MelodyChronister
Course Title & #	CIS120: Microsoft Word I	Email	melody.chronister@imperial.edu
CRN #	15128	Webpage (optional)	None
Room	ONLINE	Office	40
Class Dates	1/3/17 - 2/3/17	Office Hours	By appointment only
Class Days	ONLINE	Office Phone #	(760) 355-6214
Class Times	ONLINE	Office contact if student will be out or emergency	The instructor relies upon email as the primary means of communication.
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:

1. Design and create a two page advertisement promoting green environment using MS Word features.

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate know ledge of the basic concepts needed to use the word processing program.
2. Crate, 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. Crate footnotes and endnotes, and demonstrate knowledge of thesaurus and Grammatik features.

### Textbooks & Other Resources or Links

Duffy, J. Cram, C. (2014) Microsoft® Word 2013; Illustrated Complete South Western Cengage Learning.  
ISBN: 978-1-285-09311-6

### Course Requirements and Instructional Methods

This course will consist of a combination of lectures, assigned workbook activity, lab assignments, a class project, and performance on homework and exams.

**Lab Assignments:** Every week there will be lab assignments that correspond to the unit covered during lecture.

**Homework:** There will be workbook activity and questions from the end of each unit assigned out of your textbook.

**Exam:** Exam will be multiple choice and true and false. Tests will be administered using Canvas.

### Course Grading Based on Course Objectives

Participation (Discussion Posts):	100 (5 @ 20)	SCALE:	A	387-430 points
Assignments:	200 (4 @ 50)		B	344-386 points
Quizzes/Concept Review:	80 (4 @ 20)		C	301-343 points
Final Exam:	50		D	258-300 points
			F	257 points and below

To receive full credit, all work must be turned in on time. If you have an emergency which prevents you from participating in class, it is your responsibility to make acceptable arrangements prior to the absence. Class attendance and tardy policy follows the regulations in the IVC college catalog.

### Attendance

- California Ed Code requires that I remove students from my roster by “dropping” them IF they never attended the course and are therefore a “no show”. Since this is an online course, I define you as a “no show” if you do not complete the Introduction Discussion Forum Assignment by the third day of this class. Since this is a short-term course, dates to drop, receive a refund, or receive a “W” are different than full term courses – they come and go very quickly! Please do not delay in dropping if that is your choice. Once you have completed the Introduction assignment it becomes YOUR RESPONSIBILITY to drop the course. Please drop the course via WebSTAR prior to the drop deadline. Do not assume I will do this for you.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.
- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

### Online Classroom “Netiquette”

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word.
- Netiquette rules to remember: 1) Identify yourself, 2) Include a subject line, 3) Avoid sarcasm, 4) Respect others’ privacy, 5) Acknowledge and return messages promptly, 6) Copy with caution, 7) No spam or junk mail, 8) Be concise, 9) Use appropriate language, 10) Use appropriate emoticons (emotional icons) to help convey meaning, 11) Use appropriate intensifiers to help convey meaning – do not use ALL CAPS or excessing “!!!!”.

### 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**

Canvas Support: Select the help icon on the left menu in Canvas to access 24/7 phone and web support.

NetTutor: NetTutor is an online tutoring service that you can access 24/7 for assistance with the course material.

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 visit the [Student Health Center Website](#). 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.

### **Information Literacy**

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at the [Information Literacy Website](#) managed by the IVC Library.

**Anticipated Class Schedule / Calendar**

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>
Week 1	How to be a Successful Online Student video, Syllabus and Course Policies Quiz. Unit A1: Intro to MS Office
Week 2	Unit A: Creating Documents (Lecture, Lab, Discussion, Concept Review Quiz)
Week 3	Unit B: Editing Documents (Lecture, Lab, Discussion, Concept Review Quiz)
Week 4	Unit C: Formatting Text and Paragraphs (Lecture, Lab, Discussion, Concept Review Quiz)
Week 5	Unit D: Formatting Documents (Lecture, Lab) Final Exam Units A-D

**\*\*\*Tentative, subject to change without prior notice\*\*\***