Basic Course Information

Semester	**Spring 2018**	Instructor Name	**Professor Angelica Ruiz**
Course Title & #	**BUS 164 Microsoft Word for the Workplace**	Email	**angie.ruiz@imperial.edu**
CRN #	**20148**		
Room	**803**	Office	**Room 811**
Class Dates	**Feb. 12 – June 8, 2018**	Office Hours	**M&W 9:30-10:00 am** **TWTH 1:00-2:00 p.m.**
Class Days	**T & TH**	Office Phone #	**(760) 355-6339**
Class Times Units	**10:20 a.m.-12:25 p.m.** **3**	Office contact if student will be out or emergency	**Tisha Nelson, Staff Support Technician (760) 355-6361 (760) 366-6161**

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 & Other Resources or Links

Textbooks: **Vermaat, <u>Microsoft Word 2013</u>, Comprehensive, ISBN-13:978-1-285-16778-7**

Materials: **Memory Stick 1**

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**

Notice

> The instructor reserves the right to modify, change or add to the assignments or the number of exams.
> Class participation and attendance will make a difference in a borderline grade

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.

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.

- 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 Student Services

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- 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 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. 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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

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/

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:
- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala,

760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 10.

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

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 Speed & Accuracy Typing Drills
Week 3		**Test Ch. 1 (Online & Hands-On)**
8/29/2016	Ch. 2	Creating a Research Paper with Citations Speed & Accuracy Typing Drills
Week 4 9/5/2016		*Introduction to Gmetrix* Lab Assignments Ch. 2 Speed & Accuracy Typing Drills
Week 5		Final Project Research Paper
9/12/2016		**Test Ch. 2 (Online & Hands-On)**
	Ch. 3	Creating a Business Letter with a Letterhead
		Lab Assignments Ch. 3 Speed & Accuracy Typing Drills
Week 6		**Test Ch. 3 (Online & Hands-on)**
9/19/2016	Ch. 4	Using a Template to Create a Resume Lab Assignments Ch. 4 Speed & Accuracy Typing Drills
Week 7		**Test Ch. 4 (Online & Hands-On)**
9/26/2016		*Gmetrix Projects* Speed & Accuracy Typing Drills
Week 8	Ch. 5	Creating a Document with a Title Page
10/3/2016		Lab Assignments Ch. 5
		Final Project Site Memo Speed & Accuracy Typing Drills
Week 9		**Test Ch. 5 (Online & Hands-On)**

10/10/2016		Final Project Agenda Speed & Accuracy Typing Drills
Week 10	Ch. 6	Generating Letters, Mailing Labels, & Directories
10/17/2016		Lab Assignments Ch. 6
		Final Project Detail Letter Speed & Accuracy Typing Drills
Week 11		Final Project Name Tags Speed & Accuracy Typing Drills
10/24/2016		**Test Ch. 6 (Online & Hands-On)**
Week 12	Ch. 7	Creating a Professional Newsletter
10/31/2016		Lab Assignments Ch. 7 Speed & Accuracy Typing Drills
Week 13		Final Project Newsletter
11/7/2016		*Gmetrix Project* Speed & Accuracy Typing Drills
Week 14		**Test Ch. 7 (Online & Hands-On)**
11/14/2016	Ch. 10	Creating a Template for an Online Form
		Lab Assignments Ch. 10
		Gmetrix Projects Speed & Accuracy Typing Drills
Week 15		Final Project Online Form
11/28/2016		Final Project Presentations Final Speed & Accuracy Typing Drills
Week 16 12/5/2016		**Final Exam Ch. 10 (Online & Hands-On)**

Note: *Weekly chapter online quizzes will be taken*