



Basic Course Information

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| Semester: | Fall 2023 | Instructor Name: | Professor Angelica T. Ruiz |
| Course Title & #: | BUS 164 Microsoft Word for the Workplace | Email: | angie.ruiz@imperial.edu |
| CRN #: | 10073 | | |
| Classroom: | Online | Office #: | Study Room, Building 3100 |
| Class Dates: | Aug. 14 – Dec. 9, 2023 | Office Hours: Zoom Meeting# 883 3044 3724 | Monday 10:00 – 11:00a.m. Tuesday 10:00 - 11:00 a.m. Wednesday 10:00 - 11:00 a.m. Thursday 10:00–11:00 a.m. (Zoom) |
| Class Days: | Online | Office Phone #: | 760-355-6339 |
| Class Times: | Online | Emergency Contact: | Tish Nelson, Staff Secretary (760) 355-6361 |
| Units: | 3 | | |

Course Description

The course is designed to teach students to use Microsoft Word 2016, on the microcomputer and to develop office technology skills.

Course Prerequisite(s) and/or Corequisite(s)

No prerequisite required

Student Learning Outcomes

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

- Create a report where essential MS Word 2016 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

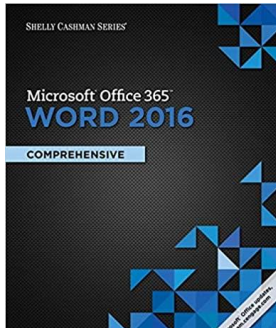
Course Objectives

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, Microsoft Word 2016, Comprehensive (no access code required)

Materials: Memory Stick 1



Work-based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging and relevant learning environment. This semester, I will be offering the following WBL activities in order to provide you with the opportunity to explore career options in Business Office Technologies.

| WBL Activity Name | WBL Activity Description |
|--|---|
| WBL Activity 1: Microsoft Certification Practice Exams | Microsoft Word GMetrix practice exams will be assigned. Microsoft Certification exams are administered, and students become Microsoft Specialists |
| WBL Activity 2: Company Retreat Project | Students design necessary documents for company retreat. This work-based learning activity allows students to apply skills learned in a real-life setting |

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

Course Policies

- 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 with 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.

Other Course Information

- 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
- Disruptive Students: Students who disrupt or interfere with a class may be asked to leave zoom meeting 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.

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

IVC Student Resources

- **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.



Anticipated Class Schedule/Calendar

BUS 164 Microsoft Word for the Workplace Course Outline

Note: Weekly chapter online quizzes will be taken

| Weeks | | Pages |
|--------|---|--|
| Week 1 | Course Overview/Syllabus Chapter 1 Creating, Formatting, and Editing a Word Document with a Picture Lab 1: Creating a Flyer with a Picture – Commodity Trading Flyer Lab 2: Creating a Flyer with Multiple Pictures – Spring Break Flyer | WD 1 – 47 WD 52 – 54 WD 54 – 56 |
| Week 2 | Final Project Assignment Final Project Flyer Test Chapter 1 | WD 57 – 111 WD 116 – 118 WD 118 - 120 |
| Week 3 | Chapter 2 Creating a Research Paper with References and Sources Lab 1: Preparing a Short Research Paper – Wearable Devices Paper Lab 2: Preparing a Research Report with a Footnote – Two-Step Verification Paper | |
| Week 4 | Chapter 3 Creating a Business Letter with a Letterhead and Table Lab 1: Creating a Letter with a Letterhead – Internship Letter Lab 2: Creating a Letter with a Letterhead and Table – Rosewood Letterhead | WD 121 – 173 WD 179 – 180 WD 180 – 182 |
| Week 5 | Test Chapter 2 Final Project Assignment Final Project Detail Letter | |
| Week 6 | Chapter 4 Creating a Document with a Title Page, Lists, Tables, and a Watermark Lab 1: Creating a Proposal with a SmartArt Graphic, a Bulleted List, and a Table – Coffee House Proposal Lab 2: Creating a Proposal with a SmartArt Graphic, a Complex Table, Picture Bullets, and a Numbered List – Tutoring Centering Proposal | WD 185 – 243 WD 249 – 251 WD 252 – 254 |

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| Week 7 | Final Project Assignment FP Site Memo Test Chapter 4 | |
| Week 8 | Chapter 5 Using a Template to Create a Resume and Sharing a Finished Document Lab 1: Creating a Resume from a Template (same template as in this module's project) – Boskovich Resume Lab 2: Creating a Resume from a Template (different template from this module's project) – Washington Resume | WD 257 – 304 WD 308 – 310 WD 310 – 312 |
| Week 9 | Chapter 6 Generating Form Letters, Mailing Labels, and a Directory Lab 1: Creating a Form Letter Using a Template, a Data Source, Mailing Labels, and a Directory – Boskovich Merged Sorted Directory Listing Lab 2: Designing a Data Source, Form Letter, and Directory from Sample Letters – Washington Merged Letters | WD 313 – 367 WD 372 – 373 WD 374 – 375 |
| Week 10 | Final Project Assignment FP Agenda FP Name Tags Test Chapter 5 Test Chapter 6 | |
| Week 11 | Chapter 7 Creating a Newsletter with a Pull – Quote and Graphics Lab 1: Creating a Newsletter with a Pull–Quote (Text Box) and an Article on File – Purchasing an Old House- Part 1 Lab 2: Creating a Newsletter with a SmartArt Graphic and an Article on File – Health Risks for Technology Users Article | WD 377 – 426 WD 429 – 430 WD 431 – 432 |
| Week 12 | Test Chapter 7 Chapter 10 Creating a Template for an Online Form Lab 1: Creating an Online Form with Plain Text and Drop-Down List Content Controls – Dog Grooming Request Form | WD 553 – 605 |
| Week 13 | Lab 2: Creating an Online Form with Plain Text, Drop-Down List, Combo Box, Rich Text, Check Box, and Date Picker Content Controls – Customer Survey | WD 611 – 613 WD 613 – 614 |
| Week 14 | Final Project Chapter 10 – Online Form Final Project Presentation | |