

CIS 115 - MS Word - Syllabus

Spring 2012
Updated 1/1/12

Menu

[Class Homepage](#)

Syllabus

- [Download or Printout the Syllabus](#)
- [Contact Info](#)
- [Class Dates & Meeting Times](#)
- [Required Text & Materials](#)
- [Course Objectives and Student Learning Outcomes](#)
- [Course Content](#)
- [Class Policies](#)
- [Course Homework](#)
- [Submitting Homework](#)
- [Grading](#)
- [Communication](#)

[Homework](#)

[Assignment Calendar](#)

[WebCT](#)

[Mario's Homepage](#)

[CIS Homepage](#)

Contact Information

Instructor: Mario C. Tejada Jr.

Emails: **Class Email: mariodvc@gmail.com**
Submit Homework Here

Instructor's Office Email: mtejada@dvc.edu

Phones: **Class Phone: (925) 289-9114**
This phone number will contact me at both campuses
So Call and Leave a Message Here!

Instructor's Office (925) 866-1822 x5125
This phone number ONLY rings in my SRC Office.

Office Location: San Ramon Campus (SRC) - Office room 121
(can make arrangements for Pleasant Hill Campus, PHC)

Office Hours:

Mon & Wed - Drop In Help
11am - 12 noon @ SRC
in Computer Lab rm 161

Tues & Thurs @ PHC
9am - 11am

Or by arrangement:

I am willing to meet you in person,
talk on the phone, IM, email or
use an Online shared office (CCC Confer)

[Go To Top](#)

Class Dates & Meeting Time

Class Date: 1/30/12 - 5/25/12

Class Time: 24 Hours a Day
- NO In person meetings are required.

Important Enrollment

- Dates:
- **Feb 10th** - Last Day to Add a Class
 - **Feb 9th** - Last Day to Withdraw and Get a Refund
 - **March 3rd** - Last Day to take the CR/NC option or to Drop without a "W"
 - **April 26th** - Last Day to Drop with a "W"

- **Feb 22nd** - Census Day - Must have submitted 2 graded assignments or be dropped from class

Recommended: Windows or Mac Computer Experience
& Internet Experience

Units: 2 Unit Course

This class is for CIS AS Degree
the following CIS Certificate of Achievement
Degrees & Certificates: CIS Certificates of Accomplishment

[Go To Top](#)

Required Text & Materials

**Textbook: Skills for Success:
MS Word 2010 - Comprehensive**
by Townsend, Hovey, Ferrett
ISBN-10: 0-13-508830-5 © 2010

Available at [SRC bookstore](#)
(click Link to order online)

Software: Microsoft Word 2010

*Note - About Word 2007 or Word for the Mac ('08 or '11)
Currently this course is designed for the Word 2010 version
of the software - if students choose to use an alternate
version ('07, '08, '11) it will be a harder class to complete.
Why? Because all the Step by Step directions and Graphics
from the textbook are for the Word 2010 version. But
students have successfully completed the course (with
much grumbling!)*

Don't have a copy of MS Word?
Do you Need MS Word SOFTWARE?
To purchase an Academic Priced software - Click Below!!

Here are 3 sites where you can purchase the software at a
discounted price. Check all 3 because their prices go up
and down so it costs \$100 at one but \$70 at another! So
check them ALL!

[Click Here for
Journey Ed - Academic Priced Software](#)

Microsoft is offering a discounted price for students
[Click Here for
Microsoft's Discounted Software Site](#)

[Click Here for
US College Buys - Academic Priced Software](#)

Consider the "MS Office" package - This is a Great option to

select if you are interested in taking any additional classes in Excel, Powerpoint, Access, etc because it is cheaper!! You will need a copy of your class registration to receive the Academic Discount Pricing!!

Additional Software: Adobe Flash Player (Free)
You might have these already installed on your computer. <http://get.adobe.com/flashplayer/?promoid=BUIGP>
Adobe Acrobat Reader (Free)
<http://get.adobe.com/reader/?promoid=BUIGO>

Computer System: Internet Capable Windows Computer
NOTE: APPLE (MAC) Computers NOT Supported - but email me to discuss an option for Mac Users!

[Go To Top](#)

Course Objectives and Student Learning Outcomes

This course is for students who want to learn the comprehensive functions of Microsoft Word, a powerful word processing program which is part of the Microsoft Office Suite. This course prepares students for Microsoft certification testing but is also useful for students who want a deeper understanding of the program.

No previous experience with this software is required.

Upon completion of this course students will be able to use the robust features of MS Word. This course will also prepare students to take the [Microsoft Office Specialist \(MOS\)](#) Exam for Microsoft Word. This course will cover all the topics specified by the MOS Program - Expert Level. Upon completion of this course, if so desired by the student, they may take the MS Word MOS Expert Level Exam at any [Authorized Testing Center \(ATC\)](#). Students passing the Exam will receive an Industry Certificate stating that Microsoft Corporation considers them an Expert in MS Word.

This class fulfills part of the CIS AS Degree & CIS Certificate of Achievement - CORE requirement.

Upon completion of the course students will be able to:

1. Perform basic to advanced word processing operations required of students and workforce professionals
2. Plan, design and produce documents, reports, flyers, mail merge documents, etc by using the word processor.
3. Determine which features can be appropriately used in various situations, for example, object linking vs. embedding.
4. Solve common issues in word processing by using the software's features.
5. Develop problem-solving skills and the ability to work as a team member using the collaboration tools of the software.

The Student Learning Outcome that are being assessed this semester are listed here: <http://www.dvc.edu/slos?cis-115>

CIS-115: Microsoft Word - Comprehensive

The purpose of this course is to teach students the comprehensive functions of Microsoft Word, as a precursor for Microsoft certification testing as well as a deeper understanding of the program.

Upon completion of the course students will be able to:

(SLO#1) Create a MS Word document.

(SLO#2) Create a mail merge.

(SLO#3) Insert graphics into a MS Word document.

[Go To Top](#)

Course Content

- Getting Started with Microsoft Word
- Editing Documents
- Formatting Text and Paragraphs
- Formatting Documents
- Creating and Formatting Tables
- Illustrating Documents with Graphics
- Creating a Web Page
- Merging Word documents
- Working with Styles and Templates
- Developing Multi-Page Documents
- Integrating Word with Other Applications
- Exploring Advanced Graphics
- Building Forms
- Working with Charts and Diagrams
- Collaborating with Workgroups
- Customizing Word

[Go To Top](#)

Class Policies

Withdrawal from Class Policy

If for any reason you need to stop attending class it is **your responsibility** to contact the admissions office and withdraw from the class. If you haven't dropped and your name shows up on the **FINAL Class Roster** I have to put an "F" – Sorry but it's a School Policy.

Cheating & Plagiarism Policy

Don't do it...Consider this...

Do you really want to have faked your way through the class?

The [DVC Academic Dishonesty Policy](#) is located at:

<http://www.dvc.edu/org/info/policies/academic-dishonesty.htm>

Student Code of Conduct Policy

The [DVC Student Code of Conduct](#)

(<http://www.dvc.edu/org/info/policies/code-of-conduct.htm>)

is posted on the DVC Website and pertains to both face to face and online courses. Please read and contact me if you have questions.

Student Privacy Rights Policy

The Family Educational Rights and Privacy Act (FERPA) is a law that protects students from having their education records shared with people without the student giving their advance approval in writing. (Education records include such things as grades, information from counseling appointments, academic standing, disciplinary records, to name a few.) FERPA also gives students the right to see their education records. If there is inaccurate or misleading information in their records, students can challenge it and try to get it changed. Under FERPA, colleges must have students' written permission to let parents, guardians, spouses, or others see or discuss their educational records, even if the student is present.

[DVC Students Privacy Policy is located at:](http://www.dvc.edu/org/info/policies/privacy.htm)
<http://www.dvc.edu/org/info/policies/privacy.htm>

Accommodations for Students with Disabilities

If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency, please contact me as soon as possible.

Students who require alternative formats for course materials or adaptive equipment because of a specific disability can request them through the Disability Support Services office. The High Tech Center on the Pleasant Hill Campus (in LC-107) is an adaptive technology computer lab available for students with disabilities and is open Monday-Thursday from 9am-5pm, and Fridays from 9am-1pm. Please contact Carrie Million in LC-112 or at 925-685-1230 ext. 2553 for more information.

For information related to DVC Disabled Student Services go to:
<http://www.dvc.edu/org/departments/dss/dss-student-handbook/program-services/index.htm>

[Go To Top](#)

Class Homework

Tech Assignments - These are the first assignments to be completed by you and are required to prepare your computer system for use in this class. During these assignments you will complete some tasks (i.e. buy textbook, install student files, install software, etc) that will allow you to complete the course.

Textbook Chapter Assignments - Step by Step tutorials taken from the textbook chapters. The chapter tutorial and the chapter videos teach you how to complete the end of chapter assignment. The student files needed for the chapter tutorials are located in the back of the textbook, on the class website or can be downloaded from the textbook publisher website (directions on inside of textbook).

At the end of each Chapter you will complete and submit to me specific assignments via email for grading. (10 points each)

Chapter Online Video Assignments - You will watch chapter videos that help explain the Objectives of Each Textbook Chapter. Chapter videos are located on the

textbook DVD or online via the class website.

Midterm & Final Project – There will be 2 Graded Projects - one is a MidTerm Project & one is a Final Project.

Homework Study Time - Allow 3 to 6 hours per unit per week to complete all of the required weekly assignments. This varies per student due to each student's experience level.

[Go To Top](#)

Submitting Homework

Tech Assignments - Not Graded but are required to prepare your computer system for use in this class.

Textbook Chapter Assignments - At the end of each Chapter you will complete and submit to me specific assignments via email for grading. (Graded)

Chapter Online Video Assignments - I strongly recommend that each student view and review each video to improve their understanding of the chapter tutorial. (Not Graded)

Midterm & Final Project – There will be 2 Graded Projects - one is a MidTerm Project & one is a Final Project. They will be submit to me via email for grading. (Graded)

Submitting Homework - All homework/portfolio/projects assignment submissions will be done via Email - using attachments. You will send me the requested homework/portfolio/project assignments to the email address below.

Submit homework to: mariodvc@gmail.com

In the email, specify the assignment that your are submitting using the Subject Line listed on the Homework Calendar - I use Email rules to filter your assignments into the appropriate folders so Please use the Subject Lines.

**FOR EXAMPLE- Email Subject Line should Read:
OL Word - w01 - Your Name**

Thank You - Remember I have over 300 students submitting homework via email and only 1 of me!! This will make it easier for me to keep track of your stuff and who has submitted homework or if you have any missing assignments.

When I am done grading the all the homework for that session - I send out an Email Blast letting you know that your grades have been POSTED in the Gradebook on the WebCT website and to check what I have Graded vs. what you have submitted.

If your homework is Incorrect - I WILL EMAIL YOU DIRECTLY and tell you what needs to be fixed for you to receive Credit for the assignment. Make the corrections I require and then you can resubmit it for full credit.

Thank You! It will make it easier for me to track who has submitted what if you comply with these requests.

[Go To Top](#)

Grading Work

The Homework Assignments and Videos are **TOOLS to help YOU** understand how to use MS Word. The grading is based on **COMPLETION!!** I would love it if you did all the hands on labs, simulations, chapter review tests, etc because **REPETITION** is what is going to allow you to remember the different functions of MS Word.

I review your homework submissions ONLY on Tuesdays & Thursdays!
I review your email questions ALMOST everyday (Mon - Fri)
BUT I ONLY check homework submissions on Tuesdays & Thursdays!

So if you submit an assignment on Friday - I won't review it until Tuesday. After teaching online for 10 years I have figured out a system that allows me to give you feedback on your assignments. My system also keeps me from having to stay up until 2am grading homework!

If your homework is Incorrect - I WILL EMAIL YOU DIRECTLY - ASAP and tell you what needs to be fixed for you to receive full credit for the assignment. You can then make the corrections to your homework and resubmit the corrected assignment for full credit.

When I am done grading the entire class' homework submissions - I send out an Email Blast to the entire class letting you know that your grades have been posted to your WebCT Gradebook and to check what I have Graded vs. what you have submitted.

You can view the points for each of your submitted Homework Assignments at our class' WebCT site: <http://webct.dvc.edu>

Remember if I find errors in your assignment then I will email you directly and tell you what needs to be fixed so that you'll receive credit for that homework assignment. So, if you don't hear from me - That is a Good Thing!! :)

I will then assign FINAL Class grades using the following formula:

90-100% of Total Number of Points = A	70-79% of Total Number of Points = C
80-89% of Total Number of Points = B	60-69% of Total Number of Points = D
Credit (CR) is equal to a C or better No Credit (NC) is equal to a D or less	Less than 60% = F

[Go To Top](#)

Communication

Student-to-Teacher Communication**Students are welcome to email me at anytime - mariodvc@gmail.com**

I respond to emails on Mondays - Fridays - that is if I am Not Teaching a Class or on another Academic Assignment. If I am busy on a reply day I will respond at the first opportunity. You can submit homework from any of your email accounts. You can send it from your DVC InSite email, your work email or your personal email -- I don't care BUT you MUST send it TO My mariodvc@gmail.com email!!

New DVC Student Email System - InSite Email

All students registered for class will receive a FREE DVC email account. Communications from Instructors, Campus Student Email Blasts, Critical deadlines and essential class information now ONLY available through the InSite portal and InSite mail. How to access your DVC Email is located on the class homepage and in WebCT.

Students are welcome to meet with me in person

If you would like to meet in person - please contact me and we can make arrangements to meet at the:

- San Ramon Campus on Mon or Wed
- Pleasant Hill Campus on Tues or Thurs

I am BIG on maintaining an OPEN 2-way line of communication with each of you Sooooo....**PLEASE KEEP ME IN THE LOOP!**

- Contact me if you have ANY questions.
- Problems with textbook assignments - contact me
- Problems with video assignments - contact me
- Problems with technology - contact me
- Problems with time management - contact me
- Problems with work - contact me (unless it involves a pay raise or personalities)
- Problems with significant others - contact a counselor :)
- Problems with children - send them to a boot camp :)
- Basically keep me in the Loop! I will go out of my way to help you achieve your goal!

I have also created a threaded discussion area in WebCT for each chapter where I encourage you to post your questions concerning assignments. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

Online Classes Discussion Threads

Are located with in the WebCT class website

Email me if grading becomes an issue.

Finally - call me if needed but be forewarned

- I am **AWFUL** about returning phone calls **(925) 289-9114**

Student-to-Student Communication**Is student-to-student communication allowed?**

YES! I have created a threaded discussion area in WebCT for each chapter where I encourage you to post your questions. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

Online Classes Discussion Threads

Are located with in the WebCT class website

There are **NO** bad/silly/stupid/dumb etc, questions...if you do not know - you do not know...period.

The **WORST** question is the question **NOT ASKED!**

[Go To Top](#)

© Mario Tejada 2012