

# CIS 115 - MS Word - Syllabus

Summer 2010

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## Syllabus

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## Contact Information

Instructor: Mario C. Tejada Jr.  
 Email: [mtejada@dvc.edu](mailto:mtejada@dvc.edu)  
 Phone: 925-866-1822 x5125  
 Office Location: San Ramon Campus - Office room 121  
 (can make arrangements for Pleasant Hill campus)  
 Office Hours: By Arrangement ONLY!  
 I am willing to meet you in person,  
 talk on the phone, IM, email or  
 use an Online Shared office (CCC Confer)

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## Class Dates & Meeting Time

Class Date: 6/14/10 - 7/22/10  
 Class Time: 24 Hours a Day  
 - NO In person meetings are required  
 but can be arranged if Needed!  
 Important Enrollment Dates:
 

- **June 16th** - Last Day to Withdraw and Get a Refund
- **June 17th** - Last Day to Add a Class
- **June 24th** - Last Day to take the CR/NC option or to Drop without a "W"
- **July 12th** - Last Day to Drop with a "W"

 Recommended: Windows or Mac Computer Experience & Internet Experience  
 Units: 2 Unit Course  
 This class is for the following Degrees & Certificates: CIS AS Degree  
 CIS Certificate of Achievement  
 CIS Certificates of Accomplishment

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## Required Text & Materials

**Textbook:** Microsoft Office Word 2007, Illustrated Complete  
 by Jennifer Duffy  
 ISBN-10: 1-4239-0527-X © 2007

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

Textbook can be ordered Directly from the Publisher's website,  
To Order Directly from the Publisher Click on the following link:

[To Order Textbook from publisher Click Here!](#)

[or from Amazon.com](#)

Or other online textbook sites

#### Software:

#### Microsoft Word 2007

Don't have a copy of MS Word 2007?  
Do you Need MS Word 2007 SOFTWARE?

To purchase an Academic Priced software - Click Below!!

Microsoft is offering a GREAT DEAL to students called  
The Ultimate Steal - You can get MS Office for \$60!!!

[Click Here for  
Microsoft's Ultimate Steal](#)

When you get on the web site  
Click on the **Buy Now** button - Then on the link:  
**My School does not provide me with a school email**

Follow the directions on the website.

Here are 2 additional Websites with Academic Pricing...

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

[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: You might have these already installed on your computer.

Adobe Flash Player (Free)  
<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!**

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### Course Objectives and Student Learning Outcomes

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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>

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## Course Content

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- 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

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## Class Policies

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### 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>

### 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>

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## Class Homework

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**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 on the class website or can be downloaded from the textbook publisher website (directions on inside back cover of textbook).

At the end of each Chapter you will complete and submit to me one of the Independent Challenges or Skills Review via email for grading.

**Chapter Online Video Assignments** - You will watch chapter videos that help explain the Objectives of Each Textbook Chapter. Chapter videos are located online via the class website.

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

**Portfolio - Real Life Examples** - Here is the scenario - You have been hired by a company to be their Electronic and Printed Media Specialist. Your job is to develop electronic and printed documents for this fictitious company.

Periodically you will be given an assignment, for example, after we cover desktop publishing – I'll have you create a flyer for the company BBQ Party. These documents will allow you to put together a portfolio that can be used to show your expertise in MS Word.

**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.

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## Submitting Homework

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**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 one of the Independent Challenges or Skills Review 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)

**Portfolio - Real Life Examples** - There will be several Portfolio assignments that you will complete and submit to me via email for grading. (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: [mtejada@dvc.edu](mailto:mtejada@dvc.edu)

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 - Unit A - Your Name**

Thank You - Remember I have 150 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.

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## Grading Work

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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!**

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!! :)

Grading Breakout for Class Graded Assignments:

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	Qty	Pts Each	Points	% of Grade
Textbook Chapter Assignments	16	10	160	73%
Portfolio	4	10	40	18%
Midterm	1	10	10	5%
Final	1	10	10	5%

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Total Pts                      220

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

90-100% of Total Number of Points = <b>A</b> = <b>20 out of 22 total assignments</b>	70-79% of Total Number of Points = <b>C</b> = <b>16 out of 22 total assignments</b>
80-89% of Total Number of Points = <b>B</b> = <b>18 out of 22 total assignments</b>	60-69% of Total Number of Points = <b>D</b> = <b>14 out of 22 total assignments</b>
Credit ( <b>CR</b> ) is equal to a C or better No Credit ( <b>NC</b> ) is equal to a D or less	Less than 60% = <b>F</b> = <b>13 or Less assignments</b>

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## Communication

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### *Student-to-Teacher Communication*

**Students are welcome to email me at anytime - [mtejada@dvc.edu](mailto:mtejada@dvc.edu)**

I respond to emails on Mondays, Wednesdays & 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.

**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) 866-1822 Ext 5125

***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!**

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