

CS60.11A Introduction to Word, Part 1



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Office Hours: Fridays 11:00 – 12:15

Office Location: Maggini Hall 2938

Course Meetings Information: Fridays, 12:30pm-3:50pm; 08/25-10/13

Classroom: Maggini Hall 2802

Description:

The course emphasizes preparation of accurately formatted Microsoft Word documents and flyers. Features include character, paragraph and page formatting; proofreading tools; tables; bulleted and numbered lists; page numbering; graphics; and managing files.

Recommended Preparation:

Completion of BGN 101 (or BOT 50A) or knowledge of the keyboard and ability to type by touch. Eligibility for ENGL 100 or ESL 100.

Transfer Credit: CSU;

Repeatability:00 - Two Repeats if Grade was D, F, NC, or NP

COURSE CONTENT

Student Learning Outcomes:

Students will be able to:

1. Create an array of business documents using MS Word.
2. Utilize a variety of word processing features and functions.
3. Compose documents with a quality acceptable to professional office standards.

Objectives:

Upon completion of the course, students will be able to:1. Create and manage documents

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2. Format text, paragraphs, and sections
3. Create tables and lists
4. Apply references
5. Insert and format objects

Assignments will include:

- Reading of approximately 40-50 pages per week on a website
- Completion of exercises and drills
- Weekly quizzes
- Completion of unit projects
- Attendance and participation in the classroom

Textbooks and Learning Materials

I have a policy that all materials for my courses that are required must be affordable. With that in mind, here is what you will need for the course:

[Scribd.com membership](#): This site is an online library that allows me to make collections of readings and books for our class. This is the link to our [class bookshelf](#). The textbook, "Word 2016: Up to Speed", can be accessed here. If you wish to purchase a kindle copy of the book, please click [this link to the book on Amazon.com](#) but you will likely still need the Scribd.com subscription since other materials will come from that site. If you use the link above, you will receive 2 months for free. This should mean that, at most, you will only need to pay for 1 month of the subscription at \$8.99 per month.

Copy of [Office 2016 through Office 365](#): You may read about the differences between these [here](#) but you will need either 2013 or 2016/365. **It is preferred that you have 2016/365 as that is what I will be teaching in the course.** You can purchase these products very inexpensively. The link at the beginning of this section takes you to the option for students that costs \$6.99 per month or \$69.99 per year. There is also an option to [purchase it for \\$39.99 for a permanent copy](#) through the California Community College Foundation; however, you will need an SRJC student email address which I will explain to you how to sign up for.

As a student you will want to use an [SRJC student email address](#) to purchase this. The link in the previous sentence will take you to the page to sign up or to log in to this email address. If you do not already have one, I would highly encourage you to get one; I cannot provide communication assurances or provide dispensation on assignments should communications fail if you are using other email systems and also if you are not making use of the Canvas inbox messaging system.

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GCF LearnFree Tutorials and Guides: These are free and can be accessed here through the [GCF LearnFree website](#). I will often link guides and tutorials through the modules to specific units and sections I want you to work through.

Minimum Cost for Supplies: \$29.96

Assignments and Evaluative Exercises:

Weekly Discussions: variable pts. each – These are part participation tracking and part interactive applied problem-solving skills exercises within a guided simulation in business. You will be asked to consider a question or multiple questions and apply what you know of the subject matter thus far to answer. You will also be expected to discuss the topics with your peers and your instructor.

- up to 375 pts. possible

Weekly Skills Practice (in-class, cannot be made up): 25-75 pts. each – These assignments will offer you the opportunity to demonstrate what you are learning through a guided project which will require you to make use of the material from the reading and from additional lesson material each week crafted around a continuous business simulation.

- up to 350 pts. possible

Quizzes: 50-60 pts. each – These quizzes will occur every other week and will contain a mix of questions from the lesson content and reading material and demonstrated application of skills. These quizzes will be administered in Canvas and will be taken in class.

- up to 225 pts. possible

Unit Projects: 100-150 pts. each – These will be given on 3 separate occasions during the course and will consist of an extended project similar to the weekly skills practice assignments. Students will be expected to demonstrate a mastery of skill sets drawn from various chapters and lessons.

- up to 450 pts. possible

Weekly Attendance: 10 points each week - Attendance is tracked via rosters and uploaded guided skills practice assignments in Canvas. You can only receive points if you are present on the day of class.

- 150 pts. possible

Grading Scale:

Total XP = Letter Grade:

| Level | XP | Letter Grade |
|------------------------|-----------|--------------|
| Word Master Wizard | 1350-1500 | A |
| Word Hedge Wizard | 1200-1349 | B |
| Word Apprentice Wizard | 1050-1199 | C |
| Word Squirrel Tamer | 975-1049 | D |
| Victim of Word | 0-974 | F |

Attendance Policy:

You are permitted 1 unexcused absence during the 8 week course. Excuse absences require documentation with clear evidence supporting the reason for the absence. Daily work completed in class cannot be made up regardless of the type of absence, however, if an excused absence is planned and discussed ahead of time, an alternative assignment may be approved. Each student is eligible for one only of these alternative assignments per semester and only in conjunction with the conditions laid out above. It is at the instructor's discretion to approve such an assignment. This is to ensure that students remain in contact with me throughout the semester so that I can assist if there are going to be absences and missed work.

Missed quizzes will be assigned a make-up date and time. It is the student's responsibility to make themselves available for the make-up quiz date and time should they need to take one. The content of make-up quizzes will not be the same as the content of the regularly scheduled quiz.

Late Submission Policy:

I do not accept late submitted Unit assignments. In-class assignments must be completed the day they are assigned, in class. Therefore, due dates for the course must be strictly adhered to. Students are responsible for planning the completion of their work accordingly and arranging their schedules to be able to attend class and complete their work.

Academic Integrity Policy:

Types of Academic Dishonesty

Acts of academic dishonesty include, but are not limited to, the following:

- **Cheating:** Any act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means.
- **Plagiarism:** Any act of submitting the work of another, in whole or in part, as one's own without properly referencing the source. This includes use of direct quotations, paraphrases, ideas and facts which are not common knowledge, whether the sources are published or unpublished. This can even happen with one's work previous work.
- **Collusion:** Any act where a student knowingly or intentionally helps or is helped by another student(s) to commit an act of academic dishonesty.
- **Other Academic Misconduct:** Any act such as stealing, altering grades, forging, sabotaging the work of others, lying or any other acts of academic dishonesty as deemed by instructor.

Actions:

1. **Exoneration.** If, after meeting with the student, the instructor determines the allegations are false, the student will be exonerated, and no Academic Dishonesty Incident Report form will be filed. In the case of team/collaborative projects, if an offending team member is determined to have acted alone, the other members will be exonerated.
1. **Sanction.** Sanctions for acts of academic dishonesty may be academic and/or administrative. Team/collaborative projects where a single student may have committed an act of dishonesty can lead to sanctions against the entire team unless the offending student admits to committing the act independent of others.

Academic Sanction: If an instructor determines that an act of academic dishonesty has occurred, he or she shall apply the appropriate sanction. A failing grade for the entire course is not an allowable academic sanction. However, an assignment for which a grade of zero is given could lead to unsuccessful course completion depending on the weight of the assignment in the course grading system if it drops the student's grade below a passing average.

1. If, following the meeting with the instructor, the student admits to the incident of academic dishonesty, the instructor will determine the appropriate sanction. This can include, but is not limited to, requiring that the assignment be resubmitted, deducting grade points, and/or awarding a grade of zero on the assignment in question.
2. If the instructor considers that the incident warrants greater sanction, he/she must review the incident with the Department Chair/Program Director or Supervising Administrator and may issue a Reprimand or Removal from Class by Instructor (not to exceed two (2) class meetings) and/or indicate the need for immediate administrative review on the Academic Dishonesty Incident Report. A copy of the incident report will be placed in the student's confidential discipline file.
3. If, following the meeting with the instructor, the student disputes the instructor's findings or questions the fairness of the sanction, the instructor, Department Chair/Program Director, or Supervising Administrator or Vice President of Student Services or designee will inform the student of his or her right to file a complaint regarding this decision under the [Student Grievances/Complaints procedure](#).

Final Exam Schedule:

Day/Time of Final Exam: Friday, October 13, 2017
12:30 PM - 3:50 PM

Students with Disabilities:

Students with disabilities needing academic accommodations should register with and provide documentation to the [Disability Resources Department \(DRD\)](#). Please bring all verification and accommodation information to class. I highly encourage any students who believe they may have a disability to visit our DRD staff to chat. They are a wonderful resource and they will be able to offer us practical ways to ensure that you are able to access all available opportunities in the course.

****This document is subject to change with notice and must meet full compliance with the most current version of the [Course Outline of Record](#) governing the course.****