

Basic Course Information

Semester:	Fall 2015	Instructor Name:	Vicki Vloria
Course Title & #:	BUS 164 MS Word for the Workplace	Email:	Vicki_lynn_v@yahoo.com
CRN #:	10150	Webpage (optional):	N/A
Classroom:	803	Office #:	N/A
Class Dates:	8/1/-12/9/2015	Office Hours:	N/A
Class Days:	Tuesdays	Office Phone #:	760 791 1849
Class Times:	5:30-9:40 p.m.	Emergency Contact:	760 791 1849
Units:	3		

Course Description

This course stresses those competencies required of the office worker in today's business environment. It is designed to teach students production skills for today's office environment using word processing software as well as develop skills for handling business procedures

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Create a report where essential MS Word 2013 functions are used. (ILO2, ILO3, ILO5)
2. Design and create an online form for a company retreat. During this process, analyze and reinforce writing and critical thinking skills. (ILO1, ILO2, ILO3, ILO5)
3. Use the Mail Merge process to create letters and mailing labels. (ILO1, ILO2, ILO3, ILO5)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate use of word processing commands necessary for tasks required in today's office environment.
2. Create, edit, store, and retrieve business documents using word processing software.
3. Show knowledge of basic word processing tools such as such as merge, spell check, grammar, and thesaurus.
4. Show knowledge of the basic insert features such as headers and footers, watermarks, bullets and page numbering.
5. Design business letterhead and business forms as well as use templates to create documents.
6. Create and format business documents using standards business styles and use proper grammar and proofreading skills.
7. Create and format tables, integrate tables into others documents, and demonstrate ability to use advance table features such as sorting and calculating.
8. Design a business and create documents to handle office procedures in a simulation.
9. Exhibit the skills to key 40 net words per minute on a 5-minute timed writing with no more than 10 errors.

Textbooks & Other Resources or Links

Clayton, D 2006. *121 Timed Writings* Thomson Learning ISBN: 978-0538974905.

Vermaat, *Microsoft Office Word 2013: Comprehensive 1st Edition*. Cengage ISBN-13: 978-1-285-16768-8.

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

Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

Grades are available on Blackboard

Description	%	Points	Details
Speed & Accuracy	10%	100	1 x 100
Assignments	24%	240	24 x 10 points
Gmetrix	6%	60	1 x 6 points
Final Projects	10%	100	5 x 20 points
Exams	40%	400	5 x 80 points
Final	10%	100	1 x 100 points

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.
- **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 by the instructor.
- **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 taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **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. Please contact them 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.

- **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 therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

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

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 18	Chapter 1: Creating Formatting and Editing a Word Document	
Week 2 August 25	Chapter 2: Creating a Research Paper with Citations	Assignments 1-1, 1-2, 1-3 submitted via blackboard by 5:30 p.m.
Week 3 September 1	Test Chapters 1 & 2 Timed Writings Final Project	Assignments 2-1, 2-2, 2-3 submitted via blackboard by 5:30 p.m.

Anticipated Class Schedule/Calendar		
Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 4 September 8	Chapter 3: Creating a Business Letter with Letterhead	Assignment FP-1 (flyer) submitted via blackboard by 5:30 p.m.
Week 5 September 15	Chapter 5: Using a Template to Create a Resume	Assignments 3-1, 3-2, 3-3 submitted via blackboard by 5:30 p.m.
Week 6 September 22	Test Chapters 3 & 5 Timed Writings Final Project	Assignments 5-1, 5-2, 5-3 submitted via blackboard by 5:30 p.m.
Week 7 September 29	Chapter 4: Creating a Document with a Title Page	Assignment FP-2 (agenda) submitted via blackboard by 5:30 p.m.
Week 8 October 6	Chapter 6: Generating Letters, Mailing Labels & Directories	
Week 9 October 13	Test Chapters 4 Timed Writings Final Project	Assignments 4-1, 4-2, 4-3 submitted via blackboard by 5:30 p.m.
Week 10 October 20	Chapter 7: Creating a Professional Newsletter	Assignment FP-3 (site memo) submitted via blackboard by 5:30 p.m.
Week 11 October 27	Test Chapter 6 Timed Writings Final Project	Assignments 6-1, 6-2, 6-3 submitted via blackboard by 5:30 p.m.
Week 12 November 3	Timed Writings Final Project Assignment	
Week 13 November 10	Chapter 10: Creating a Template for an Online Form	Assignment FP-4 (name tags) submitted via blackboard by 5:30 p.m.
Week 14 November 17	Test Chapter 7	Assignments 7-1, 7-2, 7-3 submitted via blackboard by 5:30 p.m.
Week 15 December 1	Final Project Assignment / Presentation	Assignment FP-5 (online form) submitted via blackboard by 5:30 p.m.
Week 16 December 8	Final Exam Chapter 10	Assignments 10-1, 10-2, 10-3 submitted via blackboard by 5:30 p.m.

*****Tentative, subject to change without prior notice*****