

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIM 214 - WORD PROCESSING: WORD (INTERNET)**

Instructor:	Joyce Quade	Ticket No:	13505
Phone:	(949) 582-4597	Semester:	Spring 2012
Email:	jquade@saddleback.edu	Time & Day:	Internet-based
Office:	BGS 217		

COURSE DESCRIPTION:

Provides training on the use of word processing software. Students will utilize basic and advanced program features to create, edit, and format documents for personal and business use.

COURSE OBJECTIVES:

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

1. Create and print documents using word processing software.
2. Format and organize text.
3. Apply editing capabilities.
4. Create and format tables.
5. Demonstrate skill in using formatting and revision features.

STUDENT RESOURCES:

Text: *Go! With Microsoft Word 2010 Introductory, bundled with Myitlab Access Card (ISBN: 9780132708760)* by Gaskin, published by Pearson/Prentice Hall (Six chapters); www.pearsonhighered.com

Read Announcements in Blackboard (socccd.blackboard.com) and MySite (Saddleback email).

ASSIGNMENTS AND EXAMS:

Computers are available in the Information Management Center (IMC) in BGS 248. The IMC hours are: 8:30 a.m. – 10 p.m. Monday through Thursday, 9 a.m. – 4 p.m. Friday, and 9 a.m. – 5 p.m. on Saturday.

No cell phones/pagers, children, food, or drinks (including water) are allowed in the IMC lab.

Pass/No Pass – Students enrolled in this course for Pass/No Pass must receive 70% or more of the total possible points to receive credit.

Exams will be posted online.

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Any copying, plagiarism, or other form of cheating on exams, quizzes, or homework will subject a student to failure in this course and sanctions stipulated by school disciplinary proceedings.

WITHDRAWAL: It is the student's responsibility to withdraw from the class by the appropriate dates.

If you have a disability and require accommodations, please discuss your academic adjustment needs with me as soon as possible. Please contact the Special Services office in the Student Services Center, Room 113, for additional information. All information will remain confidential.

This course schedule is subject to change and may be modified.

Weekly Schedule

Week	Reading	Discussion Topics
1	<p>Online Orientation – Read in Blackboard</p> <p>Ch. 1 – Creating Documents with Microsoft Word 2010</p> <p>Read Announcements in Blackboard and read email in Mysite.</p>	<ul style="list-style-type: none"> • Create a New Document and Insert Text • Insert and Format Graphics • Insert and Modify Text Boxes and Shapes • Change Document and Paragraph Layout • Create and Modify Lists • Set and Modify Tab Stops • Insert a SmartArt Graphic <p>Complete assignments/exams in myitlab You will need Word 2010 for grader projects</p>
2	<p>Ch. 2 – Using Tables and Templates to Create Resumes and Cover Letters</p>	<ul style="list-style-type: none"> • Create a Table • Add Text to a Table • Format a Table • Create a New Document from an Existing Document • Change and Reorganize Text • Use the Proofing Options • Create a Document Using a Template
3	<p>Ch. 3 – Creating Research Papers, Newsletters, and Merged Mailing Labels</p>	<ul style="list-style-type: none"> • Create a Research Paper • Insert Footnotes in a Research paper • Create Citations and a Bibliography in a Research Paper • Format a Multiple-Column Newsletter • Use Special Character and Paragraph Formatting • Create Mailing Labels Using Mail Merge
4	<p>Ch. 4 – Using Styles and Creating Multilevel Lists and Charts</p>	<ul style="list-style-type: none"> • Apply and Modify Quick Styles • Create New Styles • Manage Styles • Create a Multilevel List • Change the Style Set and Paragraph Spacing of a Document • Insert a Chart and Enter Data into a Chart • Change a Chart Type • Format a Chart
5	<p>Ch. 5 – Creating Web Pages and Using Advanced Proofing Options</p> <p>Course Ends April 9</p>	<ul style="list-style-type: none"> • Create a Web Page from a Word Document • Insert and Modify Hyperlinks in a Web Page • Create a Blog Post • Locate Word Settings to Personalize Word 2010 • Collect and Paste Images and Text • Locate Supporting Information • Use Advanced Find and Replace and Proofing Options <p>Complete Volume 1 Grader Project in myitlab</p>

