

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

Instructor:	Joyce Quade	Ticket No:	14825
Phone:	(949) 582-4597	Semester:	Spring 2010
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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 advanced formatting and revision features.

**STUDENT RESOURCES:**

Text: *Go! With Microsoft Word 2007* **Volume 1**, by Gaskin, published by Pearson/Prentice Hall (**Six chapters**)

**ASSIGNMENTS AND EXAMS:**

Computers are available in the Information Management Center (IMC) in BGS 248. The IMC hours are: 9 a.m. – 10 p.m. Monday through Thursday, 9 a.m. – 6 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 computer 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 may 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.

<b>Weekly Schedule</b>		
<b>Week</b>	<b>Reading</b>	<b>Discussion Topics</b>
1	<p>Online Orientation</p> <p>Ch. 1 – Creating Documents with Microsoft Word 2007</p> <p>Introduction to IMC lab, MySite, and Blackboard</p> <p>Chapter 1 Exam</p>	<ul style="list-style-type: none"> <li>• Create and Save a New Document</li> <li>• Edit Text</li> <li>• Select, Delete, and Format Text</li> <li>• Print a Document</li> <li>• Navigate the Word Window</li> <li>• Add a Graphic to a Document</li> <li>• Use the Spelling and Grammar Checker</li> <li>• Preview and Print Documents, Close a Document, and Close Word</li> </ul> <p>Complete Project 1A and Project 1B</p>
2	<p>Ch. 2 – Formatting and Organizing Text</p> <p>Chapter 2 Exam</p>	<ul style="list-style-type: none"> <li>• Change Document and Paragraph Layout</li> <li>• Change and Reorganize Text</li> <li>• Create and modify Lists</li> <li>• Insert and Format Headers and Footers</li> <li>• Insert Frequently Used Text</li> <li>• Insert and Format References</li> </ul> <p>Complete Project 2A and Project 2B</p>
3	<p>Ch. 3 – Using Graphics and Tables</p> <p>Chapter 3 Exam</p>	<ul style="list-style-type: none"> <li>• Insert and Format Graphics</li> <li>• Insert and Modify Text Boxes and Shapes</li> <li>• Set Tab Stops</li> <li>• Create a Table</li> <li>• Format a Table</li> </ul> <p>Complete Project 3A and Project 3B</p>
4	<p>Ch. 4 – Using Special Document Formats, Columns, and Mail Merge</p> <p>Chapter 4 Exam</p>	<ul style="list-style-type: none"> <li>• Collect and Paste Text and Graphics</li> <li>• Create and Format Columns</li> <li>• Use Special Character and Paragraph Formatting</li> <li>• Create Mailing Labels Using Mail Merge</li> <li>• Insert Hyperlinks</li> <li>• Insert a SmartArt Graphic</li> <li>• Preview and Save a Document as a Web Page</li> </ul> <p>Complete Project 4A and Project 4B</p>
5	<p>Ch. 5 – Working with Templates, Styles, and Charts</p> <p>Chapter 5 Exam</p>	<ul style="list-style-type: none"> <li>• Create a Document from an Existing Template</li> <li>• Apply and Modify Existing Styles and Create New Styles</li> <li>• Apply a Theme and Create a New Template from an Existing Document</li> <li>• Create a Chart</li> <li>• Format a Chart</li> <li>• Work with Sections</li> </ul> <p>Complete Project 5A and Project 5B</p>
	<b>Course Ends February 16</b>	