

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIMA 102A - WORD PROCESSING: WORD--BEGINNING**

Instructor: Joyce Quade & Natalia Grigoriants
Phone: (949) 582-4597
Email: iquade@saddleback.edu
Office: BGS 217

Ticket No: 22395
Semester: Fall 2015 (10/12-11/21)
Time & Day: Internet-based

COURSE DESCRIPTION:

Provides training on the use of computer-based word processing software and/or applications. Covers creating, editing, and formatting personal and business documents. (Formerly CIM 214A).

COURSE OBJECTIVES/LEARNING OUTCOMES:

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

1. Create and print documents using word processing software.
2. Modify document formats.
3. Apply basic editing capabilities.
4. Demonstrate file and disk management techniques.

STUDENT RESOURCES:

Text: *Go! With Microsoft Word 2013, Introductory, bundled with Myitlab Access Card* by Gaskin, published by Pearson/Prentice Hall

Textbook/myitlab bundle available in Saddleback College Bookstore and at bookstore across the street from campus.

Ebook and myitlab access code can be purchased online from publisher when the course begins.

If you purchase the textbook from another source, there is a risk that the textbook will not be the correct version and may not include access to the online lab. Neither the Publisher, nor your instructors will be able to help or issue the replacement materials. 3G/4G Internet connection might be insufficient.

MyITLab offers free 14-day temporary accounts. You have to obtain a MyITLab license either through the bookstore or directly from MYITLab.com before end of the trial period. Grades from multiple and/or expired temporary accounts cannot be retrieved and/or consolidated.

Class Website: <http://socccd.blackboard.com>

Click on "Logon" in Blackboard. Enter same username and password as MySite email.

Blackboard Help Desk phone numbers and link can be found on this page.

You must have a reliable Internet connection, email, Adobe Reader (free from Adobe.com), a newer version of Chrome (preferred) or Firefox browser, and MS Word 2013.

IMC: Word 2013 and myitlab is available on computers 69-74 in the Information Management Center (IMC) in BGS 248. Please bring your own headsets or earbuds to view videos in myitlab. Sign in when you enter to use the computers.

If you are using a Mac or do not have Word 2013 on your computer, you can utilize the computers in the computer lab in BGS 248 to complete the grader projects.

POLICIES AND PROCEDURES:

This course is recommended for self-disciplined students with strong time management skills. Take this brief quiz: <http://saddleback.edu/de/DEquiz.html>

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






Regular online attendance is expected. **You must complete and submit assignments/exams by the due date.**

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 and sanctions stipulated by school disciplinary proceedings.

Privacy: The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. When emailing use your school email. Please do not phone for grade information. Your grades will be available in an online gradebook.

Accessibility & Accommodations: This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities. 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 for additional information. All information will remain confidential.

IMPORTANT DATES:

| | | |
|-----------------------------------|---|----------------------|
| Drop with Refund by: |  | Friday, 10/16/2015 |
| Elect Pass/No Pass by: |  | Thursday, 10/22/2015 |
| Drop without 'W' Grade by: |  | Sunday, 10/18/2015 |
| Drop with 'W' Grade by: |  | Thursday, 11/5/2015 |
| Last Week of Class Ends: |  | Saturday, 11/21/2015 |

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

ASSIGNMENTS AND EXAMS:

Exams will be posted online in myitlab.

Evaluation: 90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

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.

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

Course Schedule

| Week | Lecture Topics | Lab |
|-------|--|---|
| | <p>Ch 1 - Intro to MS Office 2013 Features</p> <ul style="list-style-type: none"> • Use File Explorer to Manipulate Files & Folders • Use Start Search to Locate and Start an App • Enter, Edit, and Check the Spelling of Text • Perform commands from a Dialog Box • Create a Folder and Name and Save a File • Insert a Footer, Add Document Properties, Print a File, and Close a Desktop App • Open an Existing File, Save and Save as • Sign in to Office and Explore Option for a Microsoft Office Desktop App • Use the Ribbon and Quick Access Toolbar • Apply Formatting in Office Programs • Compress Files and Use the Help System • Install Apps for Office, create a MS Account | <p>Assignments due on October 16</p> <ul style="list-style-type: none"> • Read Announcements in Bb • Read Syllabus in Blackboard • Complete syllabus survey in Bb • Post Introduction in Discussion in BB <p>Assignments due on October 27 (mytlab)</p> <ul style="list-style-type: none"> • Register mytlab access code • Run Browser Tuneup in mytlab • Set Time Zone to Pacific in mytlab • Read Ch 1 Introduction to MS Office 2013 Features in textbook. DO NOT complete projects in textbook. READ ONLY. • View Office Features Student Videos • Take Office Features End-of-Chapter Quiz |
| 10/26 | <p>Chapter 1 –Creating Documents with Word 2013</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>Read lecture in Blackboard “Assignments”.</p> <ul style="list-style-type: none"> • DO NOT complete projects in textbook chapter. READ ONLY. Projects will be completed in mytlab. | <p>Due by 8:59 p.m. on November 3</p> <ul style="list-style-type: none"> • Read and Complete Word 2013 Chapter 1 in textbook • View Ch 1 Presentation and Videos. • Word 2013 and data files will be provided in simulated trainings. • Complete Ch1 skill-based training • Complete skill-based exam • Complete end-of-chapter quiz • Watch youtube video in mytlab on “How to Complete a Grader Project”. • Complete Grader Project in mytlab. |
| 11/2 | <p>Ch. 2 – Using Tables and Templates to Create Resumes and Cover Letters</p> <ul style="list-style-type: none"> • Create, Format, and Add Text to a Table • Create a New Document from an Existing Document and a Template • Change and Reorganize Text • Use the Proofing Options | <p>Due in mytlab on November 10</p> <ul style="list-style-type: none"> • Read lecture in Blackboard “Assignments”. • View Chapter 2 videos and complete Chapter 2 assignments/projects, exams and quizzes in mytlab. • Submit Chapter 2 Grader Project |
| 11/9 | <p>Ch. 3 – Creating Research Papers, Newsletters, and Merged Mailing Labels</p> <ul style="list-style-type: none"> • Footnotes, Citations and a Bibliography • Format a Multiple-Column Newsletter • Use Character and Paragraph Formatting • Create Mailing Labels Using Mail Merge | <p>Due in mytlab on November 17</p> <ul style="list-style-type: none"> • Read lecture in Blackboard “Assignments” • View Chapter 3 videos • Complete Ch 3 assignments/projects, exams and quizzes in mytlab. • Submit Chapter 3 Grader Project • Submit Capstone Grader Project |

Final due @8:59 on 11/21