

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIMA-102 Word (Online)**

Instructor: Steve J. Korper

E-Mail: skorper@saddleback.edu

Office: BGS-221

Cell: (949) 831-7984

Office Phone: (949) 582-4596

Office Hours: Virtual (E-Mail) 09:00PM to 10:00PM Every Day.

01/16/18 through 03/12/18

Semester: Spring 2018

Ticket No: 21730

Room: Internet

<https://saddleback.blackboard.com/>

COURSE DESCRIPTION:

Provides training on the use of word processing software. Students will utilize program features to create, edit, and format documents for personal and business use (formerly CIM 214).

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 LEARNING OUTCOMES:

Students will be able to:

1. Students who complete the course will be able to create and print documents using word processing software.
2. Students will be able to demonstrate skill in using formatting and revision features.
3. Students will be able to demonstrate proficiency in the use of word processing software to create, format, edit, save, and print tables.

STUDENT RESOURCES:

Text Book: Desktop Pro (MS Office Computer Essentials; LabSim; ISBN# 978-1-935080-52-7; To purchase the E-Book for \$109.00, log into Blackboard for your "Promotion Code" and then go to www.testout.com; also available in the Saddleback College Bookstore.

POLICIES AND PROCEDURES:

- 1.) Courteous and proper behavior is expected and required in this class.
- 2.) Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the College. For more information refer to the “Code of Conduct” policy in the Saddleback College Student Handbook (available online at <http://www.saddleback.edu/media/pdf/handbook.pdf>).

For this class, it is permissible to assist classmates in general discussions. General advice and interaction are encouraged. HOWEVER, each student must develop his or her own solutions to all assigned work. In other words, students may **NOT** “work together or help each other” on any Graded Work.

REGULAR EFFECTIVE CONTACT:

Regular Effective Contact shall be via the Discussion Board in the class’s Blackboard site with a minimum of two (2) weekly active discussions.

ASSIGNMENTS AND TESTS:

Reading assignments are required each week. Quizzes are to be completed each week according to the class schedule. All testing will consist of a combination of multiple-choice, fill-in, true/false, and short-answer. LATE work will NOT be accepted. MISSED quizzes CANNOT be made up.

E-Mail:

Every student is assigned a college e-mail account and pin number (password). **Do not** change your e-mail address. If you prefer to receive e-mail at another address, go to <http://www.saddleback.edu> and then to MySite, select “E-mail” and follow the instructions under “Account Information” to automatically **forward** your messages to the address of your choice.

ACCESS TO BLACKBOARD (SADDLEBACK’S ONLINE PORTAL):

Go online to <http://socccd.blackboard.com> , click on “Logon.” Your user name and password is the same as your e-mail. If you have a problem, a link to the Blackboard Help Desk and a toll free number are listed to the right of the login. If you have additional questions or problems, go to <http://www.saddleback.edu/de/help1.html> for the Student Technical Support site.

STUDENTS RESPONSIBILITY:

It is the **STUDENTS RESPONSIBILITY** to officially withdraw (DROP) from the class by the appropriate date.

GRADING:

Final grades will be determined on an exact percentage scale; there will be no deviation from this scale.

90-100%	=A	90%-Quizzes
80-89%	=B	10%-Discussion board posts
70-79%	=C	
60-69%	=D	
Below 60%	=F	

Final grade percentage is determined through a weighted average of the exams and discussion board. Students having the course PASS/NO PASS must receive 70% or above for a passing grade.

STUDENTS WITH DISABILITIES:

If you need course adaptations or accommodations because of a disability or if you need special arrangements, please contact me as soon as possible. Contact Disabled Student Services to register and verify your disability: Telephone 582-4885 (voice) or 582-4833 (TDD).

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 in this course are accessible to students with disabilities.

IMPORTANT DATES:

First Week of Class Begins:	Tuesday, 1/16/2018
Add without Instructor Permission by:	Monday, 1/15/2018
Last Day to Add with APC*:	Wednesday, 1/24/2018
Drop with Refund by:	Friday, 1/19/2018
Elect Pass/No Pass by:	Tuesday, 1/30/2018
Drop without 'W' Grade by:	Wednesday, 1/24/2018
Drop with 'W' Grade by:	Wednesday, 2/21/2018
Last Week of Class Ends:	Monday, 3/12/2018

THIS COURSE SCHEDULE IS SUBJECT TO CHANGE AND MAY BE MODIFIED.

COURSE SCHEDULE

<u>Week</u>	<u>Activity</u>
1	Complete Chapter 2.1 Exam
	Post and Participate in Discussion # 1
2	Complete Chapter 2.2 and 2.3 Exams
	Post and Participate in Discussion # 2
3	Complete Chapter 2.4 Exam
	Post and Participate in Discussion # 3
4	Complete Chapter 2.5 and 2.6 Exams
	Post and Participate in Discussion # 4
5	Complete Chapter 2.7 Exam
	Post and Participate in Discussion # 5
6	Complete Chapter 2.8 and 2.9 Exams
	Post and Participate in Discussion # 6
7	Complete Chapter 2.10 Exam
	Post and Participate in Discussion # 7
8	Complete Chapter 2.11 and 2.12 Exams
	Post and Participate in Discussion 8

Note:

- 1.) Read EVERY section.**
- 2.) View the video presentations.**
- 3.) Take the Chapter Quiz as listed above, by the end of the appropriate week.**
- 4.) Respond to the appropriate weeks Discussion Questions.**