

## TABLE OF CONTENTS

Table Of Contents.....	1
Course Description .....	1
Student Learning Outcomes.....	1
Required Materials.....	1
Contact Info.....	2
Policies And Procedures.....	2
Grading.....	3
Course Outline, Assignments, And Suggested Course Schedule .....	4

## COURSE DESCRIPTION

This is practical hands-on, entry level and fully online course. It provides instruction on the use of computer-based word processing software and/or applications. The functions of creating, editing, and manipulating documents of varying sophistication will be accomplished.

## STUDENT LEARNING OUTCOMES

A successful student will be able to do the following by semester’s end:

- Create and print documents using word processing software (Document Creation).
- Modify document formats and apply basic editing capabilities (Modify Format).
- To save, retrieve, delete, and/or combine files (Files).

## REQUIRED MATERIALS


- **Textbook:** Skills for Success for MS Word 2016 with myitlab for MS Office 2016 Access Code. Please purchase the required materials only from Saddleback College Bookstore, or myitlab.com . If you choose to purchase the required course materials from any other source, please be aware of the risk of purchasing wrong textbook and/or access code for lab materials. Neither the Publisher, nor your instructors will be able to help or issue the replacement materials.
- **MyItLab account (included with the textbook package):** All students must have their OWN MyITLab account. Please be careful when buying used books – they normally do not come with MyITLab. If you already have active MyItLab account, you might be able to use it for this course. Please let your instructor know before purchasing a new one. MyItLab offers free 14-day temporary accounts. You have to obtain your own 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.**
- **USB drive:** recommended, 1GB is sufficient
- **The Internet:** You must have access to a computer with a reliable Internet connection, e-mail, Adobe Reader (free from adobe.com), a newer version of Internet Explorer or Firefox browser, and MS Word 2013. 3G/4G Internet connection might be insufficient.

## CONTACT INFO

Email: [ngrigoriants@saddleback.edu](mailto:ngrigoriants@saddleback.edu)

**Do not hesitate to email me if you need any help. When in doubt email!** Email me immediately if you experience any course related problems. I will do my best to reply next school business day. In the subject line specify semester and course, your last and first name, and assignment number followed by brief description of an issue. For example, *213A Off Proc June 12 Jones, Lee B3 cannot print*. Review presentation on email etiquette (in Blackboard). Send emails only from your school email account. Attach a file if needed. Screen shots of a problem speed up problem resolution time process. Emails that do not follow the format above and email etiquette will be rejected.

## POLICIES AND PROCEDURES

- **This course is recommended for self-disciplined students with strong time management skills.** Take a brief quiz to see if you are ready to take an online course: <http://www.saddleback.edu/de/DEquiz.html>
- **I want you to succeed!** We strongly recommend completing at least 4-3 assignments per week. Please get the textbook as soon as possible.
- The help is just an email away! Do not hesitate to email me if you **need any help**. If in doubt, do not delay and **email immediately**.
- Students are responsible for checking their emails and Blackboard account on the regular basis.
- **Due dates are posted in Blackboard and myitlab**, mostly Sundays at 11:59pm.
- **Late submissions** are subject to penalty, 1% per day late.
- Course outline and suggested course schedule are subject to revisions.
- **Important deadlines:** To find important deadlines, go to <http://www.saddleback.edu/>, then → Online Education → Class Schedule → Computer Information Management → locate your course → click on Details link. Use *Click on the  to set a personal reminder for that date* feature to set reminders. Once deadline for *Drop with 'W' Grade* passes a grade has to be given.
- **Withdrawals:** It is the student's responsibility to officially withdraw (drop) from the class by the appropriate dates.
- **Pass/No Pass:** Each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. Students enrolled in this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit. If you choose a letter grade, you do not have to do anything. To elect pass/no pass, contact Admissions and Record. For more details go to <http://tinyurl.com/pass-nopass> .
- **Auditing:** Auditing classes is prohibited. Only registered students are allowed to attend classes. For more details go to <http://tinyurl.com/saddleback-auditing>
- **Plagiarisms:** Your assignments must be your work ONLY. Copying someone else's assignment is considered cheating and is not acceptable. Any student who violates this rule will be given a failing grade for the assignment. If you need help, email and get it from me. But if you turn an assignment that is a copy of someone else's, do not expect full credit for it—even if you were the person who actually did it! Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy: <http://tinyurl.com/saddleback-handbook>

- **MyItLab Grader Projects:**
  - Grader Projects are automatically graded. Please only perform commands and actions outlined in the instructions file. Performing operations, commands, and actions that are not in the instructions will result in lower grade.
  - Each student must download his/her own starter file(s) through his/her own myitlab account. Failing to do so will be considered plagiarism and will result in a failing grade for the assignment.
  - Please be aware that the myITlab software embeds metadata (data about data) tags in all downloaded materials and compares the submitted work with the downloaded work. If the metadata tags do not match, the software flags the submission as a possible integrity violation. The instructor will promptly begin the appropriate proceedings.
  - In the event another student is involved in the honor code violation (and, yes, the metadata tags will identify your coconspirator to the instructor), both students will receive the same penalty. The software will identify the co-conspirator even if that student is in a different class with a different teacher.
  - "Borrowing a friend's computer" and accidentally submitting your friend's project file instead of your own is not an excuse. You and your friend will both fail the assignment.
  - Effective file management in this course and on your job is always the responsibility of the computer user. Failing to secure your files adequately has consequences in this course and on the job.
- **Computer Lab:** Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: 8:30 a.m. to 8 p.m. Monday through Thursday, closed Friday, and 9 a.m. to 1 p.m. on Saturday. For more details go to <http://www.saddleback.edu/bsed/imc/>.
- **TechSupport**
  - Blackboard and email: [scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu) & <http://www.saddleback.edu/de/student-technical-support/>
  - Myitlab: Email me the detailed description of the problem immediately and include screenshots if possible. <http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2013/index.html>.
- **Special needs:** Students with specific disabilities, who believe they need accommodations in this class, are encouraged to contact both the instructor and Special Services (DSPS) as soon as possible to ensure that such accommodations are implemented in timely fashion. DSPS is available to facilitate the accommodation process. All information will remain confidential. DSPS is located in the Student Services Center, Room 113. DSPS website: [saddleback.edu/dsps/](http://saddleback.edu/dsps/)
- **Accommodations:** *This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, text book s and class materials in this course are accessible to students with disabilities.*
- **Privacy:** The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your grades will be made available through the My Grades link found in Blackboard, and final course grade will be posted through MySite.

### GRADING

Grade	Range, %
<b>A</b>	>=90%
<b>B</b>	>=80% AND <90%
<b>C</b>	>=70% AND <80%
<b>D</b>	>=60% AND < 70%
<b>F</b>	>0 AND < 60%

## COURSE OUTLINE, ASSIGNMENTS, AND SUGGESTED COURSE SCHEDULE

Week	Topic	Assignment	%
1	<b>Understanding Basic Computer Hardware</b> <ul style="list-style-type: none"> <li>▪ Input and output devices, processor and storage</li> <li>▪ Create, rename, delete, restore, and compress folders</li> <li>▪ Copy and move folders</li> <li>▪ Navigate using Address bar and libraries</li> </ul>	Email Etiquette	
		Computer Concepts Quiz	
2	<b>MS Office Fundamentals and File Management</b> <ul style="list-style-type: none"> <li>▪ Type and edit text; print and save documents</li> <li>▪ Cut, copy, paste text; format text and paragraphs</li> <li>▪ Open Data File and save copies using save as</li> <li>▪ Use screen capture and snipping tool</li> <li>▪ Shortcut menus; use MS Office Help</li> <li>▪ Insert and format ClipArt and SmartArt graphics</li> </ul>	Windows 10 Simulation Training (ST)	
		Windows 10 Simulation Exam (SE)	
		Windows 10 Quiz (Q)	
		Common Features Grader Project (GP)	
		Common Features Quiz	
3-4	<b>Create Documents with Word</b> <ul style="list-style-type: none"> <li>▪ Customize Word, Ribbon, Quick Access Toolbar</li> <li>▪ Change fonts, font sizes, and Font Styles</li> <li>▪ Create footers &amp; headers</li> <li>▪ Managing Document Settings &amp; Properties</li> <li>▪ Preparing a document for distribution</li> </ul>	Chapter 1 ST	
		Chapter 1 SE	
		Chapter 1 Concept Review Quiz	
		Chapter 1 Grader Project	
5-6	<b>Format and Organize Text, Work with Graphics</b> <ul style="list-style-type: none"> <li>▪ Margins, print preview and page setup</li> <li>▪ Paragraph alignment, indents, and line spacing</li> <li>▪ Borders and shading</li> <li>▪ Set tab stops and enter text with tabs stops</li> <li>▪ Bulleted and Numbered lists</li> <li>▪ Work with Sections, text columns, and styles</li> <li>▪ Insert textboxes; format with WordArt</li> <li>▪ Insert, resize and move picture</li> </ul>	Chapter 2 ST	
		Chapter 2 SE	
		Chapter 2 Concept Review Quiz	
		Chapter 2 Grader Project	
7	<b>Work Mail Merge, and Tables</b> <ul style="list-style-type: none"> <li>▪ Create tables and apply table styles</li> <li>▪ Insert/Delete Rows, Merge/Split Cells</li> <li>▪ Preview and print Mail Merge documents</li> <li>▪ Create a Mail Merge Document</li> </ul>	Chapter 3 ST	
		Chapter 3 SE	
		Chapter 3 Concept Review Quiz	
		Chapter 3 Grader	
8	<b>Collaborations &amp; Research</b> <ul style="list-style-type: none"> <li>▪ footnotes and endnotes</li> <li>▪ Citations and bibliography</li> <li>▪ Cover page</li> </ul>	Chapter 4 ST	
		Chapter 4 SE	
		Chapter 4 Concept Review Quiz	
		Chapter 4 Grader	
		Capstone Grader Project	
<b>FINAL (Comprehensive)</b> <b>will be open on the last day of the course 12:01am – 11:59pm</b>			
<ul style="list-style-type: none"> <li>▪ ST – Skills-Based Training, blue icons, unlimited attempts</li> <li>▪ SE – Skills-Based Exam, green icons, three attempts</li> <li>▪ Quizzes – Multiple choice quizzes, orange icon, two attempts</li> <li>▪ Grader – Grader Projects, orange/white clipboard icon, 3 attempts</li> <li>▪ Only the highest score is recorded in the gradebook</li> <li>▪ <b>All assignments and the final must be submitted by 11:59pm on the last day of the course</b></li> </ul>	ST, Total		
	SE, Total		
	Grader, Total		
	Quizzes, Total		
	<b>Total</b>	<b>100%</b>	