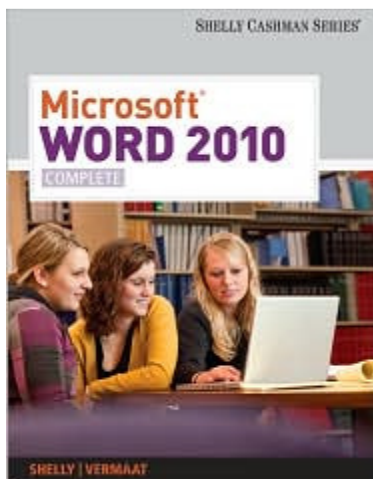


Reedley College  
Fall 2012  
8/13/12 – 12/14/12

Course: **IS 16 - 52150 – WORD PROCESSING**  
Class Time: Online (Using Blackboard) (9 week course)  
Instructor: Daniel Morales, BS/MS  
Email: daniel.morales@reedleycollege.edu and daniel.morales@alumni.usc.edu  
Phone: 559-638-3641 ext.3264 (if no answer: leave a detailed message)  
Office Hours: Room Bus 47: MW 8-9am, TTh 10-11am, or by appointment

Text Books and Study Material:

1. Microsoft Word 2010: Complete, Author: Gary B. Shelly and Misty E. Vermaat. ISBN: 9780538743907



1. **Course Description and Information**

This course provides an introduction to word processing for the business manager. This course will include creating, editing, formatting, saving and printing documents. A number of advanced topics will be introduced. This course includes a survey of current word processing applications. The student is expected to complete assignments in the computer laboratory outside of class.

Much in the Information Systems industry requires a great deal of attention to detail and critical thinking to succeed, therefore much in this course will require you to demonstrate attention to detail and the ability to read and understand instructions.

2. **Course Learning Objectives**

- a. View and navigate a document.
- b. Cut, copy, and paste text.
- c. Check spelling and grammar.
- d. Use tabs to align text.
- e. Add bullets and numbering.
- f. Insert and edit a table.
- g. Insert and edit a graphic.
- h. Design a data source for a mail merge.

3. **Course Learning Outcomes**

- a. Apply basic word processing formatting features to create and edit a document(s).
- b. Demonstrate basic word processing features to save and print documents.
- c. Create a research paper, multiple page reports, resume, and newsletters that include graphics.
- d. Create a print merge, or mail merge in a word processing document(s).

4. **Learning Methods**

- a. Chapter readings
- b. Projects (Chapter work)
- c. Labs

5. **Readings, Chapter work, and Lab projects**

Students are required to complete chapter work (projects) and labs on their own. In other words, you may not collaborate with fellow students.

Make ups (for full credit) are only granted with advanced notification. Late work will be accepted for half credit. Late work will not be accepted one week after the due date.

6. **Due Dates**

You will find all work that needs to be completed on Blackboard, organized into folders. For this online class, work will be due on Tuesdays by 11:59pm. This means you have all day on Tuesday to work; Tuesday is over at 11:59pm.

7. **Outcomes Assessment**

Assessment .....	5 points
E-mail Project.....	5 points
Projects (6 @ 5 points each).....	30 points
Labs (6 @ 10 points each) .....	60 points
<b>Total.....</b>	<b>100 points</b>

Grading Scale:

90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

8. **Final Drop Date**

The final drop date for this class is:

- Friday, August 17th, for a refund
- Wednesday, August 22nd, to avoid a “W”
- Friday, September 7th, to avoid a “Letter Grade”

It’s each student’s responsibility to drop the class if they are no longer attending or no longer interested, otherwise they risk obtaining a grade of “F” in the class.

9. **Policies**

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Eating, drinking, and smoking are not allowed in the classroom or computer labs. Cell phones must be turned off or in the silence/vibrating mode while class is in session. If you need to use your cell phone (to make/receive a call or to send a text message) please go outside of the classroom. No visitors are allowed while class is in session. A student will be subject to discipline if she or he:

- Prevents other students from pursuing their authorized curricular or co-curricular interests.
- Interferes with or disputes faculty and administrators who are fulfilling their professional responsibilities.
- Prevents classified employees from fulfilling their prescribed duties.
- Deliberately endangers the safety of persons or the security of college property.
- Violates Reedley College computers and networks usage policy.
- Violates Reedley College cheating/plagiarism policy.

10. **Accommodations**

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc...) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

11. **Computer Problems**

It's important that you understand that computer problems, software issues, spyware and virus infestations are not excuses for not getting work completed on time. If your computer crashes, it's your responsibility to find alternate means for attending this online class.

If your main computer fails, you could use a computer at the libraries at Reedley College, Fresno City College, at the public libraries, or at work to access your class. It's no different than if your car didn't start in the morning and you were unable to attend a face to face class. So, keep your PC healthy!

**12. Cheating and Plagiarism**

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, assignment, or hands-on project in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**13. Class Schedule**

Week #	Week of	Topic	Assignments
1	8/13/12 to 8/17/12	- Syllabus review, Intro to Blackboard	E-mail Project
2	8/20/12 to 8/24/12	- How to Submit Hands on Projects in Blackboard, Intro to Word	Assessment
3	8/27/12 to 8/31/12	- Creating, Formatting, and Editing a Word Document with Pictures	Project 1 Lab 1
4	9/03/12 to 9/07/12	- Creating a Research Paper with Citations and References	Project 2 Lab 2
5	9/10/12 to 9/14/12	- Creating a Business Letter with a Letterhead and Table	Project 3 Lab 3
6	9/17/12 to 9/21/12	- Creating a Document with a Title Page, Lists, Tables, and a Watermark	Project 4 Lab 4
7	9/24/12 to 9/28/12	- Using a Template to create a Resume and Sharing a Finished Document	Project 5 Lab 5
8	10/01/12 to 10/05/12	- Generating Form Letters, Mailing Labels, and a Directory	Project 6 Lab 6
9	10/8/12 to 10/12/12	- Check your grade, let me know if there are any problems	