

UNION COUNTY COLLEGE

COURSE SYLLABUS

ADM213/CIS 113 – Word I

COURSE DESCRIPTION

This course introduces the student to the use of a current version of Microsoft Word. Topics include: creating/editing documents, formatting, spelling/grammar checker, thesaurus, headers/footers, multiple windows, find/replace, borders, Microsoft Draw, WordArt, tables, columns, styles, and more. Materials covered in the course helps prepare the student for the Microsoft Office Specialist (Word 2013) exam. Prerequisites: ADM 101, ENG 089, ENG 099. Two lecture, three lab hours, three credits.

COURSE LEARNING OUTCOMES

Upon successful completion of this course the student should be able to:

1. Prepare, create, edit, and print documents using the latest version of Microsoft Word
2. Format and customize documents
3. Use writing tools effectively, proofread, and correct spelling/grammar
4. Create and organize folders and files within the Windows operating system
5. Enhance documents, insert images, use shapes, WordArt, and advanced character formatting
6. Create and enhance tables and charts
7. Use critical-thinking skills and research techniques to create documents essential in the business environment.

REQUIRED MATERIALS

- *Microsoft Word 2013, Signature Series, with data files CD*, Rutkosky and Roggenkamp, EMC Paradigm, 2014. ISBN 978-0-76385-199-6
- Microsoft Word 2013 must be used to complete assignments.
- One USB/flash drive. It is important to save all of your work until your final grade has been received.

GRADING PROCEDURES

Chapter Exercises	15%
Chapter Assessments	25%
Performance Assessments/Units	20%
Tests	20%
Final Examination	20%

GRADING SYSTEM

A	90 or above	C	70 – 76
B+	87 – 89	D+	67 – 69
B	80 – 86	D	60 – 66
C+	77 – 79	F	below 60

CLASS POLICIES

1. It is the student's responsibility to read the chapter prior to the classroom presentation.
2. Tests cannot be made up. A grade of zero will be given for any missed test.
3. It is important to check the ANGEL site for announcements and dates.
4. Assignments are due on the assigned date. Assignments must be submitted electronically as well as hard copy.
5. Late work will be accepted up to three calendar days after the due date. Eleven points will be deducted for each day the assignment is late.
6. If you do not finish the assigned work during class time, it is your responsibility to use the open lab.
7. If you miss more than two lectures, your grade may be penalized. For every class that is missed beyond the second absence, your final grade may be lowered by two points, i.e., if your final grade is 90 and you miss a total of four classes, your final grade will be 86.
8. Use of electronic devices (cellular/smart phones, MP3 players, tablets, iPads, etc.) is strictly prohibited during examinations unless taking performance-based examinations.
9. Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook. See the *Student Handbook* for the policy on "Academic Integrity." I strongly support the policy regarding academic behavior and disruptive behavior.

FINAL GRADE

As stated on page 32 of the *Union County College 2013-2014 Catalog*, "It is the student's responsibility to report an error on his/her recorded grade to the Instructor within two weeks of posting of the grade. Otherwise, it is assumed that the grade is accurate and will be recorded permanently on the student's record."

COURSE POLICIES

Preparing for Examinations

Read the chapter prior to the lecture. Keep up with the assignments.

In Case You Are Late or Absent

It is your responsibility to get the course notes, handouts, and laboratory assignments should you miss class or be late. See instructor either after class or during office hours.

Appeals Policy

To appeal a grade, send an email to your instructor through ANGEL mail within one week of the grade having been received. Overdue appeals will not be considered.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own work.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance in any academic work.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and may be subject to disciplinary action as described in the Student Handbook. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a grouped assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

Laboratory Policy

Homework and laboratory assignments must be submitted at the beginning of class on the scheduled due date. Assignments must be printed and submitted in assigned folder; assignments must also be submitted in ANGEL. Assignments handed in after class begins are considered late.

No assignments will be accepted more than three calendar days after the due date. Plan to spend approximately eight to ten hours each week on reading, homework, and laboratory assignments.

Do not staple assignments from different chapters together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive a grade of zero. If there are multiple sheets/exercises to be handed in, sequence them according to the order they were assigned. All assignments for each chapter must be submitted in a folder that is provided by your instructor.

Disabilities Policy

Union County College offers reasonable accommodations and/or services to persons with disabilities. Any student who has a documented disability and wishes to self-identify should contact the Coordinator of Services for Students with Disabilities at 908-709-7164 or email disabilitysvc@ucc.edu. Accommodations are ***individualized*** and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. In order to receive accommodations, students must be registered with the Disability Services Office. Students should register with the office as soon as possible. No accommodation is official until the Faculty Accommodations Alert Form is issued from the student to the instructor.

CIS 113 -Word I
Fall 2014
Blended Monday 5:40-7:35 p.m.
Weekly Assignments

September 8

Introduction: syllabus, textbook, blended learning, ANGEL, course expectations, read chapter before the lecture, etc.

September 15

Lecture - Chapter 1: Creating, Printing, and Editing Documents

Assignments for All Chapters

- Chapter textbook exercises consist of the exercises presented within the chapter (Example: Chapter 1 – Exercise 1.1A, 1.1B, 1.2A, 1.2B, 1.3A, 1.3B, 1.4. 1.5, 1.6A, 1.6B)
- *All chapter exercises* must be completed, saved, printed as instructed in each chapter, and submitted as hard copy on date due and as electronic copy through ANGEL
- Add your reference initials:file name a double space after the last line of all chapter exercise documents: urs:C01Ex01
- Chapter exercises must be submitted in order (Exercise 1, 2, 3, etc.). Staple all exercises together.
- Chapter assessments must be submitted in order. Staple all assessments together.
- When submitting hard copy, be sure to write your name on the first exercise and the first assessment.

Assignments

Chapter 1 exercises: all

Chapter 1 assessments:

- 1.1
- 1.2
- 1.3
- 1.6

September 22

Chapter 1 assignments due beginning of class
ANGEL introduction and submitting assignments
Lecture - Chapter 2: Formatting Characters

Assignments

Chapter 2 exercises: all

Chapter 2 assessments:

2.1

2.2

2.5

2.7

2.8

September 29

Chapter 2 assignments due beginning of class
Lecture - Chapter 3: Aligning and Indenting Paragraphs

Assignments

Chapter 3 exercises: all

Chapters 3 assessments:

3.1

3.3

3.4

3.6

3.7

October 6

Chapter 3 assignments due beginning of class
Lecture - Chapter 4: Customizing Paragraphs
Lecture - Chapter 5: Proofing Documents

Assignments

Chapter 4 exercises: all

Chapter 4 assessments:

4.1

4.2

4.3

4.6

Chapter 5 exercises: all

Chapter 5 assessments:

5.1

5.2

5.3

5.5

5.6

October 13

Chapter 4 assignments due beginning of class

Chapter 5 assignments due beginning of class

Test 1: Chapters 1-5 (concepts/objective and skills-based)

Assignments

Unit 1 Performance Assessments

U1.1

U1.2

U1.5

U1.6

U1.7

U1.10

October 20

Unit 1 Performance Assessments due beginning of class

Lecture - Chapter 6: Formatting Pages

Assignments

Chapter 6 exercises: all

Chapter 6 assessments:

6.1

6.4

6.5

6.6

October 27

Chapter 6 exercises due beginning of class

Lecture - Chapter 7: Customizing Page Formatting

Assignments

Chapter 7 exercises: all

Chapter 7 assessments:

7.1

7.4

7.5

November 3

Chapter 7 exercises due beginning of class

Lecture - Chapter 8: Inserting Elements and Navigating in a Document

Assignments

Chapter 8 exercises: all

Chapter 8 assessments:

8.1

8.5

November 10

Chapter 8 exercises due beginning of class

Lecture - Chapter 9: Maintaining Documents

Lecture - Chapter 10: Managing and Printing Documents

Assignments

Chapter 9 exercises: all

Chapter 9 assessments:

9.2

9.7

Chapter 10 exercises: all

(Do not print chapter 10 exercises; only submit in ANGEL)

Chapter 10 assessments:

10.3 (add your name/address)

10.5 (use your name/address)

November 17

Chapter 9 exercises due beginning of class

Chapter 10 exercises due beginning of class

Test 2: Chapters 6-10 (concepts/objective and skills-based)

Assignments

Unit 2 Performance Assessments

U2.1

U2.2

U2.5

U2.8

U2.9

November 24

Lecture - Chapter 11: Inserting Images

Lecture - Chapter 12: Inserting Shapes and WordArt

Assignments

Chapter 11 exercises: all

Chapter 11 assessments:

11.2

11.4

11.5

11.6

11.9

Chapter 12 exercises: all

Chapter 12 assessments:

12.1

12.3 (replace Tyler's name with your name)

12.5

12.9 (replace Caleb's name with your name)

No classes at UCC on November 26; Library, ALC, and computer labs are open
College closed November 27-30 for Thanksgiving Weekend

December 1

Lecture - Chapter 13: Creating Tables

Lecture - Chapter 14: Enhancing Tables

Assignments

Chapter 13 exercises: all

Chapter 13 assessments:

13.1

13.2

13.4

13.6

Chapter 14 exercises: all

Chapter 14 assessments:

14.1

14.8

December 8

Chapters 11 and 12 exercises due beginning of class

Lecture - Chapter 15: Creating Charts

Assignments

Chapter 15 exercises: all

Chapter 15 assessments:

15.1

15.6

15.7

Unit 3 Performance Assessments (This will count as Test 3)

U3.1

U3.3

U3.7

U3.11

U3.12

December 15

Chapters 13, 14, 15 due beginning of final exam (staple each chapter separately)

Unit 3 due beginning of final exam

Final examination scheduled for Monday, December 15, from 5:00 p.m.