



Microsoft Word

CIS 120

Fall 2019

Number of Credits: 3

Contact Phone: 517-796-8546

Days Class Meets: Online

Contact Email: hilldiannem@jccmi.edu

Meeting Times: Online

Office Hours:

Location: Online

Mondays: 12:00-6:00pm*

Instructor: Dianne Hill

Tuesdays: 5:00-6:00pm (Online)

Office: WA 226C

Wednesdays: 12:00-1:00 & 4:00-6:00pm

*2nd and 4th Mondays I have meetings from 3-5

Course Description

Produce, store and revise letters, memos, tables and reports using Microsoft Word. Headers, footers, mail merge, document assembly, grammar and spell checker, thesaurus, and outlining..

Prerequisite(s)

Knowledge of Windows and ability to type 30 words per minute minimum, ENG 085, and ENG 090.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

- Create documents suitable for coursework, professional purposes, and personal use
- Produce, store, and revise letters, memos, tables and reports using Microsoft Word
- Create labels and form letters by doing a mail merge
- Create newsletters with pull quotes and graphics
- Create a document with citations, references, table of contents, index, and title page

- Create an online form using macros and a digital signature

Textbook

- Cengage Unlimited subscription
 - New Perspectives Microsoft Office 365 & Word 2019 Comprehensive, 1st Edition, Ann Shaffer and Katherine Pinard, Cengage Learning, ISBN: 9780357026182
 - SAM 2019 and MindTap (both of these along with the eText is included with a Cengage Unlimited subscription)

Text Book Zero! *This text is available in a digital format. This text is available to rent or purchase in digital format through the JC Bookstore.*

Grading Procedure

The work for this course includes weekly class exercises (chapter presentations), weekly SAM Projects, and weekly SAM quizzes. In the addition, there is a final course project. Please see schedule at the end of this syllabus for work which is expected to be submitted on a weekly basis. Remember, this is not a self-paced course; there are specific due dates.

Points will be deducted for failure to follow instructions, spelling and punctuation errors, incorrect answers, and incomplete work. It is expected that you verify your work before submitting it for grading. You will not be allowed to re-do your class exercise work. However, you may resubmit your weekly projects into SAM and re-do your weekly SAM quizzes for higher scores. If you have questions about the work, contact your instructor via email before the work is due. Your grade will be determined by the following criteria:

- Introduction Email (10 points)
- 12 Module Textbook Projects (10 points each)
- 10 SAM Project Assignments (20 points each)
- 10 SAM quizzes (points vary each chapter but won't exceed 20 per chapter)
- Final Exam (100 points)

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	88-93%
3.0	82-87%
2.5	76-81%
2.0	70-75%
1.5	64-69%
1.0	58-63%

0.5	52-57%
0.0	0-51%

Module Textbook Projects

The module textbook projects for this course are the documents you create by working through the modules. Modules are divided into 2 parts. You will download a starting document, and then upload the finished document for grading. You should read the detailed information provided by the author as well as complete each step. Each is worth a maximum of 10 points.

Weekly SAM Quizzes

At the end of each module, you will be assigned a SAM module quiz. There are a maximum of 20 tasks per quiz. You may retake up to 10 times for a higher score. There is training available in SAM for any tasks for which you might need extra guidance.

Weekly SAM Projects

At the end of each module, you will also be assigned a SAM project. For the projects, you will download starting files and instructions. When you have completed the project, you will upload the finished file for grading. You will be allowed to resubmit your work for a higher grade up to five attempts. You don't need to start over for re-attempts, you can usually just fix the things that were marked incorrect. There is training available in SAM for any steps for which you might need extra guidance.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others

- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, open labs, counseling services.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Important Dates: Fall 2018

The Academic Calendar can be found on JC's website at: <https://www.jccmi.edu/academics/academic-calendar/>

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of attendance will occur each week. I will treat participation (turning in assignments, etc) as attendance. Students identified as no longer participating will be dropped or administratively withdrawn from the class.

Calendar

**The calendar timelines and assignments are an approximation and could be changed.*

WEEK #	TOPIC	HOMEWORK
1	Syllabus JetNet Course Site Word Module 1	Introduction Email Module 1.1 & 1.2 Textbook Project, SAM Project, and SAM Quiz
2	Word Module 2 & 3	Module 2.1 & 2.2 Textbook Project, SAM Project, and SAM Quiz Module 3 Textbook Project, SAM Project, and SAM Quiz
3	Word Module 4 & 5	Module 4 Textbook Project, SAM Project, and SAM Quiz Module 5 Textbook Project, SAM Project, and SAM Quiz
4	Module 6 & 7	Module 6 Textbook Project, SAM Project, and SAM Quiz Module 7 Textbook Project, SAM Project, and SAM Quiz
5	Module 8 & 9	Module 8 Textbook Project, SAM Project, and SAM Quiz Module 9 Textbook Project, SAM Project, and SAM Quiz
6	Module 10 Exam Review (optional)	Module 10 Textbook Project, SAM Project, and SAM Quiz
7	Word Exam	No work will be accepted after the last day of class!