Contact Information:

Professor - Luz Lopez  
luzlopez@dcccd.edu – Phone: 972-391-1047  
Office: Adjunct Office – C236  
Hours available are by appointment.

Course Description

This course is an overview of the production of documents, tables, and graphics. Topics include entry, editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checker. This course may be repeated if topics and learning outcomes vary.  
Prerequisite: Keyboarding skills required.

Textbooks and Other Course Materials

- Concepts Text:  
  Microsoft Word 2013: Complete  
  A Computer with Internet connection with Office 2013 software installed
- Additional Materials: USB Flash drives

Developmental Courses

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office.  
https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4
Student Learning Outcomes

- Describe text/word processing and appropriate uses.
- Use a commercially available word processor.
- Create documents using margins, tabs, justifications, line spaces and other formatting features.
- Edit documents using functions keys and cut-and-paste techniques.
- Print documents using different print out techniques.
- Use common utility packages including spell checkers, outliners, thesauri, pop-ups, grammar checkers, and text searchers.
- Discuss office automation concepts and the integration of the computer in an office environment.
- Transfer files among applications
- Discuss and use special features.

Core Curriculum Intellectual Competencies/Educational Objectives

Core Curriculum Intellectual Competencies

- Reading: the ability to analyze and interpret a variety of printed materials – books, documents, and articles.
- Writing: the ability to produce clear, correct and coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Speaking: ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Listening: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading.
- Critical Thinking: think and analyze at a critical level.
- Computer Literacy: understand our technological society, use computer –based technology in communication, solving problems, acquiring information.

EDUCATIONAL OBJECTIVES:

- Discuss computer and communication terminology.
- Evaluate the effects and implications of computers and communication technology on society.
- Demonstrate knowledge of the impact of technology on the individual's privacy, security, lifestyle, work environment, standard of living, and health.
- Gather information for decision-making.
- Participate in global communities using available technology
- Create quantitative and qualitative data presentation.

Eastfield College Email Policy

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html
Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

**Evaluation Procedures**

<table>
<thead>
<tr>
<th>EVALUATION:</th>
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</thead>
</table>
| ▪ Tests = 600 points  
  Tests = Multiple choice  
  Test 1 = 300 points (EEO 1, 2, 5)  
  Test 2 = 300 points (EEO 1, 2, 5) |

| ▪ Labs = 410 Points  
  Chapters 1 – 7 |
| --- |
| ▪ Extra Credit (Not Optional – Class Introduction) = 5 Points  
  ▪ Extra Credit - WD 400 = 30 Points |

Total Points Possible for Extra Credit (Not Optional/Optional) = 35

**COURSE GRADE:**

*Point System*

| 1,000-900 = A |
| 899-800 = B |
| 799-700 = C |
| 699-600 = D |
| Below 600 = F |

*To be converted to Eastfield College Grade System*

| ▪ 100 – 90 - A |
| ▪ 89 – 80 - B |
| ▪ 79 – 70 - C |
| ▪ 69 – 60 – D |
| ▪ Below 60 - F |
# Course Outline

<table>
<thead>
<tr>
<th>Chapters to Read</th>
<th>ASSIGNMENTS</th>
<th>Week Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review This Syllabus. Exam your ECampus account by opening and reading each Tab.</td>
<td>Class Introduction (In Discussion Tab). See eCampus for Instructions.</td>
<td>Week 1</td>
</tr>
<tr>
<td>Office 2013 and Windows 8: Essential Concepts and Skills</td>
<td></td>
<td>Week 2</td>
</tr>
<tr>
<td>Chapter 1 - Creating, Formatting, and Editing a Word Document with a Picture.</td>
<td>Assignments for Chapter 1. See eCampus for Instructions/Due Dates.</td>
<td>Week 3</td>
</tr>
<tr>
<td>Chapter 2 Creating a Research Paper with References and Sources</td>
<td>Assignments for Chapter 2. See eCampus for Instructions/Due Dates.</td>
<td>Week 4</td>
</tr>
<tr>
<td>Chapter 3 Creating a Business Letter with a Letter head and Table</td>
<td>Assignments for Chapter 3. See eCampus for Instructions/Due Dates.</td>
<td>Weeks 5-6</td>
</tr>
<tr>
<td>Chapter 4 Creating a Document with a Title Page, Lists, Tables, and a Watermark</td>
<td>Assignments for Chapter 4. See eCampus for Instructions/Due Dates.</td>
<td>Week 7</td>
</tr>
<tr>
<td>Mid Term Review/Exam Covers Chapters 1-4</td>
<td>Exam Online. See eCampus for Instructions</td>
<td>Week 8</td>
</tr>
<tr>
<td>Chapter 5 Using a Template to Create a Resume and Sharing a Finished Document</td>
<td>Assignments for Chapter 5. See eCampus for Instructions/Due Dates.</td>
<td>Weeks 9-10</td>
</tr>
<tr>
<td>Chapter 6 Generating Form Letters, Mailing Labels, and a Directory</td>
<td>Assignments for Chapter 6. See eCampus for Instructions/Due Dates.</td>
<td>Weeks 11-12</td>
</tr>
<tr>
<td>Chapter 7 Creating a Newsletter with a Pull-Quote and Graphics</td>
<td>Assignments for Chapter 7. See eCampus for Instructions/Due Dates.</td>
<td>Weeks 13-14</td>
</tr>
<tr>
<td>Final Exam Review</td>
<td>See eCampus for Instructions.</td>
<td>Week 15</td>
</tr>
<tr>
<td>Final Exam covers Chapters 5-7 and Integration Chapter</td>
<td>Final Exam OnLine. See eCampus for Instructions</td>
<td>Week 16</td>
</tr>
</tbody>
</table>

Tuesday, May 12, 2015 – Deadline for Accepting last Assignments

**No Assignments will be accepted after this DATE!**

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### Assignments

All assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software **Microsoft Office 2013**.

**ALL** completed Assignments will be submitted **ON** or **BY** THE Due Date to your e-campus account. **Assignments sent to my email in class will not be graded.**

- 1 point will be deducted for Labs/Assignments 1 day late.
- 2 points will be deducted for Labs/Assignments 2 days late.

**Lab Assignments are subject to change at the discretion of the Instructor.**
Eastfield College provides a Computer Lab that currently enrolled students can access. The Computer Lab maintains up to date Microsoft applications (i.e. Access, Excel, PowerPoint, Word, etc.). The following is the location and hours of operation:

**Eastfield College Computer Lab  L108**
Monday – Thursday 7:00 am – 10:00 pm  
Friday 8:00 am – 9:00 pm  
Saturday 9:00 am – 5:00 pm

**Exam Coverage**
There will be 2 exams given. **Each major exam will focus on material(s) covered since the previous exam, but may include topics previously covered. EXAMS WILL BE TAKEN AS SCHEDULED.**

<table>
<thead>
<tr>
<th>EXAM DATES</th>
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<tbody>
<tr>
<td>Test 1</td>
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<tr>
<td>Test 2</td>
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</table>

All Exams are **ON LINE.**

**EXAM REVIEW MATERIAL:** A review will be provided before each exam. The reviews will help you with the exams. This assignment may be used for Extra Credit.

**Attendance Policy**
Attendance policy for Online classes is evaluated based on completion of assignments on time. **You are expected to login at least twice weekly.**

**Financial Aid**
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. **Students who fail to attend or participate after the drop date are also subject to this policy.**

**Financial Aid Statement for Distance Learning Classes**
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. **Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.**

**Repeating This Course: (Third Attempt to Enroll in a Course)**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. **See Third Attempt to Enroll in a Course at:** http://www.dcccd.edu/thirdcourseattempt/
**Academic Honesty Statement**
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.
As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**ADA Statement**
Students requiring accommodations due to the presence of a disability must identify themselves thirty days before the semester begins and demonstrate/document the need for accommodation at the Disability Services Office. For information regarding the rights and responsibilities of students with disabilities, contact the DSO at 972-860-8348. http://www.eastfieldcollege.edu/SSI/DSO/

**Religious Holidays**
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

**Withdrawal Policy**
If you are unable to complete this course, it is your responsibility to withdraw formally. Each course has a specific drop date. For this class, the withdrawal request must be received in the Registrar's Office by **Thursday, April 16, 2015**.

Failure to do so will result in your receiving a performance grade, usually an "F". If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

For complete information on the drop requirements, policies and procedures, refer to the current online college catalog at the following link https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=acad_info&loc=econ

**STOP BEFORE YOU DROP**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**Family Educational Rights and Privacy Act of 1974 (FERPA)**
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic Groups, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**DCCCD Emergency Operating Procedures**
[http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

**Children on Campus**
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process.

In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

**Food and Drink Policy**
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

*The instructor reserves the right to amend this syllabus as necessary.*