## Course Information
- **Microsoft Word Processing**
- **Spring 2016**
- **ITSW-1401-93404**
- **Online - Internet**

## Instructor Information
- **Lysandra Harcourt**
- **sburns@dccc.edu**
- **Telephone:** Please email instructor
- **Office Hours:** Contact Instructor to set appt

## Required Materials
- **Textbook:** Microsoft Word 2013: Comprehensive with eLab access code
  - ISBN is for textbook bundle with eLAB Code
- Access to Internet, Microsoft Word 2013 software and USB (flash drive) or personal computer to save files
  - *Note: A minimum of 9 hours per week should be devoted to course material*

## Course Description
An overview of the production of documents, tables, and graphics. Topics include entry and editing, formatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. (3 Lec., 4 Lab.)

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  - *Note: A minimum of 9 hours per week should be devoted to course material*

## Course Prerequisites
- Keyboarding skills required.

## Disclaimer
- The instructor reserves the right to amend this syllabus as necessary.

## Important Dates
- **Start Date** – 01/20/16
- **End Date** – 05/12/16
- **Certification Date** – 02/02/16
- **Drop Date** – 04/14/16

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**Enrollment in college assumes maturity, seriousness of purpose, and self-discipline. Every student is expected to fulfill the requirements of all classes for which they are registered.**

### Texas Core Objectives for Student Learning

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
4. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

### Student Learning Outcomes
- Create a document; select and edit text; use formatting characters and writing tools.
- Format Paragraphs; use tabs and create tabbed columns; move and copy text and graphics; and find and replace text.
- Set Margins and Print Options; use page and section breaks; page numbers, headers and footers; styles and themes; and create and use templates.
- Create tables and advanced tables; insert, balance, and format columns.
- Insert and format graphics; use text boxes and desktop publishing; use SmartArt and Charts.
CVC Learning Signature  
**One College Transforming Lives**—Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

**CVC Faculty and Staff expect students to:**
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

**CVC Faculty and Staff are expected to:**
- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

Exams and Assignments  
eCampus (intro) assignment, 3 - Reinforce Your Skills assignments at end of each lesson, and eLab quiz at the end of each lesson

Course Outline  
For maximum success in this course you should spend a **minimum** of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Get textbook and log in to eCampus</th>
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</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Complete eCampus Assignment</td>
</tr>
<tr>
<td>Week 3</td>
<td>Lesson 1</td>
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<tr>
<td>Week 4</td>
<td>Lesson 2</td>
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<td>Week 5</td>
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<td>Week 7</td>
<td>Lesson 5</td>
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<td>Week 8</td>
<td>Lesson 6</td>
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<td>Week 9</td>
<td>Spring Break!!!</td>
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<tr>
<td>Week 10</td>
<td>Lesson 7</td>
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<tr>
<td>Week 11</td>
<td>Lesson 8</td>
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<td>Week 12</td>
<td>Lesson 9</td>
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<td>Week 13</td>
<td>Lesson 10</td>
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<tr>
<td>Week 14</td>
<td>Lesson 11</td>
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<tr>
<td>Week 15</td>
<td>Lesson 12</td>
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<tr>
<td>Week 16</td>
<td>Make sure all assignments/quizzes are complete!</td>
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</tbody>
</table>

Evaluation Procedures  
The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

eCampus intro: 40 pts
Reinforce Your Skills (3 per lesson X 12 lessons = 36 assignments) 540 pts
36 assignments X 15 points each 540 pts
12 Lesson Quizzes @ 35 points each 420 pts
Total Points Possible: 1,000 pts

**Grading Scale:**
1000-900=A  999-800=B   799-700=C  699-600=D  599-0=F
Stop Before you Drop

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class. The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

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Withdrawal Policy
April 14, 2016

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by April 14, 2016. 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. See institutional policies for additional information on withdrawals.

Attendance Policy

This is an online course; there is no set day and time to meet. You may work on this course from any computer that meets the requirements and at any time convenient to you; however, you must follow the Course Schedule to avoid losing points on assignments for late submissions. This is part of your Learning Outcome (Personal Responsibility)

In addition, you should login to your course regularly to check for new announcements. Changes, deadlines, and other important information will be posted on this page as necessary. Not being aware of the available information will not be accepted as an excuse for failing to comply with it.

Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid.

You must participate in an academic related activity pertaining to the course in an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related-activity. For this course, you must complete the eCampus assignment to be certified as attending this course. (Instructions for this are found in eCampus by clicking the Assignment button).

Tutoring Services

Tutoring Center is located on 2nd floor of C building in C206. All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx
Quality Enhancement Plan

Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at:
http://www.cedarvalleycollege.edu/QEP/default.aspx

Institutional Policies

Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

CVC Welcome Center

The Cedar Valley College Welcome Center staff are available Monday-Thursday, 8:30am-7pm, Friday 8:30am-5pm to answer any general questions you may have. The main CVC telephone line for general information is (972) 860-0816.

Academic Honesty

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. See Also Student Code of Conduct.
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert

Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

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.
Health Center Services

✓ Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.
✓ Over-the-counter medications for headaches, fever, seasonal allergies, and colds
✓ Over-the-counter medications for mild allergic reactions
✓ Emergency sanitary pads
✓ Blood Pressure check
✓ Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
✓ Rest area for stress relief, migraine headaches, post seizure activity
✓ AED (Automatic External Defibrillator) for CPR
✓ www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx
✓ Confidential "talks"
✓ Assists with health related club activities when asked and time permits

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Repeating this 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. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Assignment Instructions:

Begin by reading the Lesson in your textbook. You will be given instructions on how to perform tasks/functions in each lesson. Follow along using your computer. The assignments completed during the lesson are for you to practice. These assignments are not submitted for grading.

Before each sub-section of the lesson, you will see a reference to a Video Library, these are instructional videos (accessed using your eLab code) and valuable for visual learners. Once you reach the end of the lesson in your textbook, complete the (3) three Reinforce your Skills assignments. These assignments are submitted for grading.

Assignments are graded according to correct usage of tools & skills demonstrated in the previous lessons.

Note: Save assignment files using EXACTLY the file name given in the textbook instructions.

Log in to eCampus and click on the Assignment tab for instructions on downloading student files and submitting assignments. If you have questions after reviewing the syllabus and eCampus, please contact me at sburns@dcccd.edu –Sandie Harcourt. Once assignment is complete, log in to eLab to complete the quiz for that Lesson. Instructions are provided in eCampus – click on eLab button for more information.