Winter 2018

Course Number & Name: CIS 115 E Word Processing Applications

Credit hours: 4 Quarter Hours **Method of Delivery:** eLearning

Course Description: The student will learn to create documents using the current version of Microsoft Word. Students will learn the principles of word processing to produce and revise a variety of business documents including brochures, flyers, memoranda, and newsletters. These papers will include tables, graphics, and custom formatting to effectively convey written information. Integration with other Microsoft Office applications is also included. Students will be prepared to attempt the Microsoft Office Specialist (MOS) Word certification exam upon successful completion of this course. Course fees may apply.

Prerequisite: CIS 114

Textbook): **New Perspectives Microsoft Office 365 & Word 2016 Comprehensive, 1st Ed.**
Author(s): **Shaffer**
Publisher: **Cengage**
ISBN: **9781305880979**

Material(s): **Office 2016, Internet access**
SAM 365 & 2016 Assessment, Training and Projects, 1st Ed.
ISBN: **9781305885165**

Requirements for Completing the Course: All Projects should be posted on time. Tests should be taken on time. To successfully complete this course, the student must receive a passing grade (70% or higher).

Learning Objectives: Upon completion of this course, the student will be able to:

1. Create, edit, format and manage Word documents
2. Work with tables, tab stops, lists and columns
3. Work with templates, themes and styles
4. Work with graphic elements
5. Collaborate with others and integrate data
6. Create and manage references
7. Manage document options and settings

Midstate Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

| Instructor: | Maria Uskova | Phone: | 692-4092 ext. **1241** (voice mail only) |
| E-mail: | **muskova@midstate.edu** | Office hours: | by appointment |

Participation Requirements: Class participation, by posting in the Week Discussion Forum per week is worth 10% of the grade (please remember that it can make a difference between "A" and "B"). Discussion Forum is Required Post - you must post there first before being allowed to view others messages. The Discussion Forum expires at the close of each eLearning Week at 8 am on Monday. Discussion posts for participation can only be made during the specific Week of the course schedule. Midstate College is an attendance taking, term based institution. This means that attendance must be taken for the entire term on the dates and times specified by the delivery of the course. For the student to be counted as attending, he/she must adhere to the attendance regulations of that course. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Policies and procedures:

- Assignments/Exams: Homework is due at 8 am Monday. Each late assignment must have written explanations of the reason. 70% is the highest score that late or make up work can earn. Work from weeks 1-6 will not be accepted after midterm. No make-up work is accepted after week 10. All exams should be taken on time. Makeup exams will only be given in the case of EXTREME, well-documented situations.
- Attendance: Regular attendance is expected. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.
- **Grades**: It is the students' responsibility to keep copies of all assignments (files) turned in for a letter grade until the end of the quarter when a final grade has been earned. If a file is lost and no copy is available, the student will not receive credit.
- Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. If you're experiencing problems and want an extension on due date, request needs to be made before work is due to be considered.
- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in the outline. All assignment (projects, trainings and exams) should be submitted on time.
- **Good writing skills** (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment and email messages.
- **Academic dishonesty** (plagiarism, cheating, misrepresentation, facilitating) is never tolerated and will be referred to the Dean.

Assessment of learning/methods of evaluating student performance:
- Lab work assignments will be used to apply the concepts learned from lecture in a hands-on way.
- SAM Online Hands-on Projects and Exams will be given to assess student comprehension of the material.

Examination information:
SAM Online Hands-on Assessments for Midterm and Final exams.

Instructor's Grading Scale:
These percentages are all approximate values

	Participation	10%
	SAM Projects	50%
	Exams	40%

DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting The Required Post format requires you to post a top-level message before you can read and reply to messages posted by other users. Your first post should be detailed, well prepared, grammatically correct and error free. Spelling and grammar count. Make sure you proof read all your messages before posting. The Discussion Forum expires at the close of each eLearning Week at 8 am on Monday. No posts after 8 am on Monday will be counted.	90%
Response to posting of a classmate (is optional, but recommended to keep the discussion going)	
Correct spelling, grammar and sentence structure	10%
Total points per weekly discussion	100 %

Tentative Course Outline			
Weeks	Learning Objectives*	Modules/Projects	Exams/Training
Week 1	1, 4	Module 1 Textbook Projects 1.1 and 1.2 (SAM) Module 1 SAM Project	
Week 2	1, 2, 3, 6	Module 2 Textbook Projects 2.1 and 2.2 (SAM) Module 2 SAM Project	
Week 3	2, 3	Module 3 Textbook Project (SAM) Module 3 SAM Project	
Week 4	2, 4	Module 4 Textbook Project (SAM) Module 4 SAM Project	
Week 5	3, 6	Module 5 Textbook Project (LMS) Module 5 SAM Project	
Week 6			Midterm Exam Training** Midterm Exam
Week 7	6	Module 6 Textbook Project (LMS) Module 6 SAM Project	
Week 8	5	Module 7 Textbook Project (LMS) Module 7 SAM Project	
Week 9	7	Module 8 Textbook Project (LMS) Module 8 SAM Project	
Week 10	2, 6	Module 9 Textbook Project (LMS) Module 9 SAM Project	
Week 11	4, 6, 7	Module 10 Textbook Project (LMS) Module 10 SAM Project	
Week 12			Final Exam Training** Final Exam

*   Learning Objectives (see page 1)
**   These trainings are optional (not for the grade) but strongly recommended to complete before taking the Midterm and Final exams.