

**CIS 2400**  
**Word Processing Applications**  
**Course Syllabus**



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<b>CREDIT:</b>	3 credit hours Pre: CIS 1200 or equivalent
<b>GRADING</b>	
<b>INSTRUCTOR:</b>	Ember Mitchell; 652-7953, mitchell@dixie.edu
<b>PROGRAM</b>	
<b>DIRECTOR:</b>	Linda Rogers, 652-7838, rogersL@dixie.edu
<b>YEAR:</b>	2015-2016
<b>MATERIALS</b>	SIMnet Advanced Word for CIS 2400 (Purchased at bookstore. Different than the access code used for CIS 1200)
<b>REQUIRED:</b>	Storage device or service
<b>SOFTWARE/HARDWARE:</b>	Microsoft Office 2013 – Available in SCC Lab

### **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids should contact the DISABILITY RESOURCE CENTER Coordinator within the first two weeks of classes. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located on the east side of the North Plaza building. Visit or call (435) 652-7516 to schedule an appointment.

DSU seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this to the college's Title IX Director, Cindy Cole, (435) 652-7731, cindy.cole@dixie.edu. If you report to a faculty member, she or he must notify the Title IX Director about the basic facts of the incident.

### **COURSE DESCRIPTION**

This course is designed as a comprehensive word processing course expanding on the basic skills acquired in CIS 1200—Introduction to Microcomputers. The course is useful to any student who seeks to present written materials in a professional and appealing manner. Fundamentals include the features used with basic line, page, and document formatting. Additional topics to be covered include graphics, tables, merging, sorting, columns, styles, document generation, macros, templates and appropriate

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application of each of these features to enhance the preparation and presentation of a variety of documents.

The course is a self-paced course that provides flexibility for students to set their own daily schedule to meet section deadlines, however, the student should plan to spend 6-9 hours per week (in a regular 15-week semester) to meet course requirements. Students will be expected to adhere to the Dixie College Student Code of Conduct (found in the college catalog or student handbook).

If you are a student with a medical, psychological, or learning disability or think you might have a disability and would like accommodations, contact the Disability Resource Center (652-7516) in the North Plaza. The Disability Resource Center (<http://dixie.edu/drcenter/>) will determine eligibility of the student requesting special services and determine the appropriate accommodations related to their disability.

## **PERFORMANCE OBJECTIVES**

At the completion of this course, the student will be able to:

- Create, save, print, close, open, and edit a Word document.
- Enhance documents with character formatting including all caps, bold, underlining, and italics.
- Change the alignment and justification of text in paragraphs, and change line spacing.
- Change margins and indentations in single-page business memos and letters.
- Create new folders and document summaries.
- Copy, move, rename, and print multiple documents.
- Adjust the size and style of type as well as the appearance of characters.
- Proof all types of business documents with the Spell Checker and Thesaurus.
- Adjust page breaks and insert page numbering.
- Generate documents with custom tab settings including, left, right, center, and decimal.
- Create document references such as headers, footers, footnotes, and endnotes.
- Manipulate blocks of text between areas of different business documents.
- Revise text and codes using Find and Replace.
- Control printing of documents.
- Improve the grammar of written documents.
- Format and merge form files and data files to create personalized business documents such as letters and envelopes.
- Insert line numbering, symbols, bookmarks, and adjust line height in documents.
- Insert graphic images and watermarks in a document, and insert tables, text, or art images inside boxes.

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- Create and edit graphic elements such as horizontal and vertical lines, drop caps, reversed text, and paragraph and page borders.
- Draw shapes, create and edit organizational charts, and create text using WordArt.
- Change page size and create envelopes and labels.
- Create and edit newspaper and parallel columns.
- Create and format tables.
- Create formulas in tables to perform mathematical computations.
- Create and format charts from tables.
- Create and format text into outlines.
- Sort and extract text in lines, paragraphs, tables and data source files.
- Managing shared documents by inserting comments and tracking changes.
- Inserting and customizing Quick Parts, Themes, and Styles.
- Creating forms with Legacy Tools.

**PROGRAM LEARNING OUTCOMES:**

PLO 1 Skill – Enhance multiple page documents for professional usage.

PLO 2 Skill – Incorporate professional looking graphics, clipart and tables into word processed documents.

PLO 3 Skill – Automate repetitive formatting tasks using Macros, Custom Styles, QuickParts and Themes.

PLO 4 Skill – Utilize computing digital solutions to retrieve, store and submit data.

**LEARNING OUTCOMES – after completing this course the student will be able to:**

LO 1 Format page margins, page breaks, page numbers and tabs (PLO 1).

LO 2 Create, modify and format Excel tables in connection with Fill-In Forms (PLO 1, 2, 3).

LO 3 Create and edit simple macros to perform document formatting such as changing font size, type and color (PLO 1, 3).

LO 4 Utilize Cloud storage to save, modify and retrieve document files (PLO 4).

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## **INTEGRITY**

- The DSU Student Code of Conduct prohibits cheating by students. If the integrity policy is violated, an “F” grade will be given. According to this policy, the student will not be allowed to drop the course after an “F” grade is posted.
- Students are expected to do their own work without taking work from another student.
- Every student should complete the homework themselves. Reading from the book while someone else completes the assignment is not acceptable.
- Every student is required to have their own storage (USB flash disk, Cloud, Google, etc.) place/device to save their homework assignments. It is also highly recommended the student regularly backs up their work.

## **COURSE GUIDELINES**

- Students should plan to complete their course work on time per weekly deadline dates and manage their time wisely by scheduling the appropriate time needed to work through the given assignments – Do NOT WAIT until the due dates to start!
- Students should log in to Canvas & SIMnet several times a week.
- Students should check the CIS 2400 Announcement link found in Canvas at least once a week.
- It is recommended that students check the syllabus on a weekly basis.
- Students who need additional help from faculty should come to the Smith Computer Center during posted faculty hours (found under Schedules, Deadlines, Checklists, etc. on Canvas). Help is also available at the Hurricane Center during Fall and Spring semesters on Tuesday & Thursday from 4-8 pm.

## **COURSE COMPLETION PROCEDURES**

- Login to Canvas
- Access SIMnet
- Complete each of the chapter assignments according to due dates
  - ~ Simbook
  - ~ Resource Assignments (Pause & Practice)
  - ~ Projects
  - ~ Chapter Quiz
- Complete tests
- Complete Comprehensive Capstone Project

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## SIMnet OVERVIEW

SIMnet is the course delivery system used in this class. After purchasing the registration code, the student can access this website through the hyperlink found in Canvas. (Students may use SIMnet's "Courtesy Access" version for two weeks.) SIMnet contains all the course materials required to complete this class.

### *Simbook* (electronic copy of textbook)

- ~ Chapters 1-4 Let Me Try completion is required; Guide Me is optional
- ~ Chapters 5-12 Show Me & Let Me Try completion are required; Guide Me is optional

### *Resource Assignments* (Pause & Practice)

- ~ Download instruction files and resources
- ~ Complete and save assignments
- ~ Upload and submit for grading; graded by faculty, please allow one week

### *Projects*

- ~ Download instruction files and resources
- ~ Complete and save assignments
- ~ Upload and submit for grading; computer graded
- ~ Projects may be corrected and re-submitted one time for higher points by due date
- ~ SIMnet Projects will be accepted late, if submitted by the next homework deadline date, for a 10% deduction

### *Chapter Quizzes*

- ~ 20 questions; Multiple Choice, True & False, Fill In The Blank
- ~ 20 minute time limit
- ~ 2 quiz attempts
- ~ Highest score is recorded
- ~ Factors into homework score
- ~ Quizzes will be accepted late, if submitted by the next homework deadline date, for a 10% deduction

### *Sample Tests*

- ~ 10 questions
- ~ 10 minute time limit
- ~ 5 quiz attempts
- ~ Highest score is recorded
- ~ Factors into homework score
- ~ Sample Tests will be accepted late, if submitted by the next homework deadline date, for a 10% deduction

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## **ASSIGNMENT SUBMISSION**

All assignments are submitted to your instructor through SIMnet or through your OneDrive account (Chapter 12). Computer graded Guided Projects and Independent Projects may be corrected and resubmitted for higher points as long as they are submitted before the original deadline date. The highest score will be posted.

## **ASSIGNMENT/TEST DUE DATES**

The student is responsible for meeting weekly deadlines for course work. These deadline dates are posted in Canvas as well as on the SIMnet Tiles. The time the assignments are due are posted on the SIMnet tiles. Students may work ahead of schedule and should turn in the work as soon as it is completed.

## **TESTING AND FACULTY HOURS**

All testing and faculty hours for the current semester are located on Canvas.

## **TESTS**

There will be three tests given throughout the semester; Test 1 covers chapters 1-4, Test 2 chapters 5-8 and Test 3 chapters 9-12. Each test has:

- 50 skill-based questions; 2pts each
- Two attempts per question
- One hour time limit

Student may re-take their lowest test, but **MUST** schedule it with the instructor first; the highest grade will be recorded. Maximum score for a re-take is 90% unless re-taking a late test; which is 80%. Re-takes **MUST** be taken before the retake deadline posted on Canvas.

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## **TESTING PROCEDURES**

Tests will be taken at the Grading Station in the Smith Computer Center. To test, the student should bring a picture ID and allow one hour for testing. The tests **must** be taken no later than the date given in your schedule. Please note the following test rules:

- If the student will be gone on the test day, it is their responsibility to take the test prior to the test date.
- If an emergency does arise, it is the responsibility of the student to contact the instructor no later than the posted test date for an exception.
- If an exception is granted, the test must be taken no later than one week following the test deadline. A 10% late penalty will be applied to any test taken after the posted test date.
- There will be no late exceptions on the last test or Capstone Project.
- Cell phones must be turned off during the testing time.

## **COMPREHENSIVE CAPSTONE PROJECT**

The Comprehensive Capstone Project will be completed at the Grading Station in the Smith Computer Center. To complete this project, the student should bring a picture ID and allow two hours for completion. The project will be a task-based assignment encompassing all twelve chapters and simulating a professional business document. This project will NOT be accepted late and can NOT be re-taken. This project will be factored into the Test portion of the grade.

## **GRADING**

40% of final grade= Average of homework assignments & quizzes  
60% of final grade = Average of tests & Comprehensive Capstone Project

## **GRADING SCALE**

A	94+	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59