

VALENCIA COLLEGE
Division of Business & Hospitality
Orlando, Florida

West Campus

SPRING TERM 2018

Prof. Melba Medina

COURSE SYLLABUS

OST-2756-23268-OL Microsoft Word*
January 8 – April 29, 2018
(*Subject to Change)

COURSE DESCRIPTION:

MICROSOFT WORD. Students will learn to process, edit and format text and paragraphs; to use footers, headers, sections, styles, templates, and writing tools; and to print and manage files. In addition, students will learn to use advanced formatting features to merge documents, to create and format tables, to work with graphics, to format macros, to work with shared documents, and other features. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$51.00).

☞ This course will teach from the MS-OFFICE 365 package and MS-WORD 2016. It is important that you have access to MS-Word 2016 applications software on your computer in order to learn the programs successfully if working at home. Microsoft software 2007, 2010, 2013, and Mac software will NOT work because it is a very different setup. If you do not have access to this program on your home computer, the program is available on the college computers whether in the computer labs or the Learning Resource Center (Library).

PREREQUISITES: None

COURSE OBJECTIVES: The student will be able to use:

- PC hardware and software including the Microsoft Windows operating system and Microsoft PC application software.
- Microsoft Office 365 and Microsoft Word 2016 to create Word documents.

COURSE FORMAT: This course will be conducted in an asynchronous learning format using Valencia College Blackboard learning management system. The final exam must be taken onsite in a controlled environment under the guidance of a proctor at The Testing Center, Valencia College.

CREDIT HOURS: 3-credit hours

INSTRUCTOR: Professor Melba Medina, BCS, MA Business Education, CAS Higher Education

DEPARTMENT: Business and Hospitality, West Campus, Room 7-107

OFFICE: Remote office

OFFICE HOURS: By appointment

EMAIL: E-mail via **Blackboard/Messages** is the designated communication tool for this course. ALL course-specific communication including questions, comments, and/or concerns must be directed via Blackboard/Messages.

CLASS ENVIRONMENT: Online via Blackboard and/or SAM.

2018 Important College Calendar Dates: <http://valenciacollege.edu/calendar/>

First Day of Classes: **January 8, 2018.** ALL students are required to log onto Blackboard on the first day of course for attendance.

“No Show” reporting period: January 17-26
 College closed: January 15; March 12-18
 Withdrawal deadline for “W” grade: March 30
 Final Exam: April 23
 Class ends: April 29

BLACKBOARD: Upcoming Semester Course Availability for Students

Valencia courses for the upcoming semester will become available to you the day of the official start date on **January 8, 2018**. Access to course components for the each term ends on the day of the official course schedule end date on **April 29, 2018**.

IMPORTANT: "NO SHOW" STATUS

Class attendance is required beginning the first class meeting on **January 8, 2018**. If you do not show up and/or login on Blackboard on the first day and/or during the **FIRST** week, you may be withdrawn from class as a *no show*. If you are withdrawn as a *no show*, you are financially responsible for the class and a grade of "W" will appear on your transcript.

COMPUTER TIME: Plan to spend from four to six hours plus or more per week on the computer. This is the additional time needed to complete the document assignments along with the required lesson activities and timed assignments. If you do not have access to a computer at home, check with the Open Lab staff at your home campus for the current hours of operation. The Open Lab at the West Campus is located in room 7-144.

VALENCIA STUDENT COMPETENCIES

Valencia's Student Core Competencies—THINK, VALUE, COMMUNICATE, ACT—are complex abilities that are essential to your lifelong success. You may refer to the Valencia College catalog for more information at <http://valenciacollege.edu/competencies/default.cfm>.

TOPICS/AREAS COVERED:*

- 1) Recognize and have working knowledge of PC hardware and software including Microsoft Windows operating system and Microsoft Office 365.
- 2) Create and edit documents using Microsoft® Word 2016
 - a. Format text, paragraphs, and documents
 - b. Illustrate documents with graphics

Objectives:

- Enter text in a Word document
- Check spelling as you type
- Format text and paragraphs
- Undo and redo commands or actions
- Change theme colors
- Insert digital pictures in a Word document
- Resize and format pictures
- Add a page border
- Adjust spacing
- Correct errors and revise a document
- Describe the MLA documentation style for research papers
- Modify a style
- Change line and paragraph spacing in a document
- Use a header to number pages of a document
- Apply formatting using keyboard shortcuts
- Modify paragraph indentation
- Insert and edit citations and their sources
- Add a footnote to a document
- Insert a manual page break
- Create a bibliographical list of sources

- Cut, copy, and paste text
- Find text and replace text
- Find a synonym
- Check spelling and grammar at once
- Look up information
- Change margins
- Insert and format a shape
- Change text wrapping
- Insert and format online pictures
- Insert a symbol
- Add a border to a paragraph
- Clear formatting
- Convert a hyperlink to regular text
- Apply a style
- Set and use tab stops
- Insert the current date
- Create, modify, and insert a building block
- Insert a Word table, enter data in the table, and format the table
- Address and print an envelope
- Border a paragraph
- Change paragraph indentation
- Insert and format a SmartArt graphic
- Apply character effects
- Insert a section break
- Insert a Word document in an open document
- Insert formatted headers and footers
- Sort paragraphs and tables
- Use the format painter
- Add picture bullets to a list
- Create a multilevel list
- Modify and format Word tables
- Sum columns in a table
- Create a watermark
- Change theme fonts
- Use a template to create a document
- Change document margins
- Personalize a document template
- Indent a paragraph
- Customize theme fonts
- Create and modify a style
- Insert a building block
- Save a Word document as a PDF file and edit a PDF file
- Run the compatibility checker
- Enable others to access a document on OneDrive
- Send a Word document using email
- Save a Word document as a webpage
- Format text as a hyperlink
- Change a style set
- Explain the merge process
- Use the Mail Merge task pane and the Mailings tab on the ribbon
- Use a letter template as the main document for a mail merge
- Create and edit a data source
- Insert merge fields in a main document
- Use an IF field in a main document
- Merge form letters
- Select records to merge
- Sort data records
- Address and print mailing labels and envelopes
- Change page orientation
- Merge all data records to a directory
- Convert text to a table
- Insert and format WordArt
- Set custom tab stops
- Crop and rotate a graphic
- Format a document in multiple columns
- Justify a paragraph
- Hyphenate a document
- Format a character as a drop cap
- Insert a column break
- Insert and format a text box
- Copy and paste using a split window
- Balance columns
- Modify and format a SmartArt graphic
- Copy and paste using the Office Clipboard
- Add an art page border
- Insert, edit, view, and delete comments
- Track changes and review tracked changes
- Compare and combine documents
- Link an Excel worksheet to a Word document
- Break a link
- Create and format a chart in Word
- View and scroll through side-by-side documents
- Create a new document for a blog post
- Insert a quick table
- Publish a blog post
- Insert a screenshot
- Add and modify a caption
- Create a cross-reference
- Insert and link text boxes
- Compress pictures
- Work in Outline view
- Work with master document and subdocuments
- Insert a cover page
- Create and modify a table of contents
- Use the Navigation Pane
- Create and update a table of figures

- Build, modify, and update an index
- Create alternating footers
- Add bookmarks
- Save a document as a template
- Change paper size and color
- Insert a borderless table in a form
- Show the Developer tab
- Insert plain text, drop-down list, check box, rich text, combo box, and date picker content controls
- Edit placeholder text
- Change properties of content controls
- Insert and format a rectangle shape
- Customize a theme
- Protect and fill in a form
- Open a new document using a template
- Unprotect a document
- Specify macro settings
- Convert a table to text
- Insert and edit a field
- Create a character style
- Apply and modify fill effects
- Change a shape
- Remove a background from a graphic
- Apply an artistic effect to a graphic
- Insert and format a text box
- Group objects
- Record and execute a macro
- Customize the Quick Access Toolbar
- Edit a macro's VBA code
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* These may be covered as discrete topics and/or integrated with other areas in any order, which is at the discretion of the professor. It should be understood that this topic knowledge is the minimum level of a grade of "D" or better. These and other topics may be expanded or elaborated at the discretion of the individual professor and is in no way intended to be comprehensive or all-inclusive.

REQUIRED TEXTBOOKS AND MATERIALS

MS Office 2016 (also referred to as Office 365) application program is needed on your computer in addition to the eBook or the textbook plus the LMS Integrated MindTap printed access card.

- ***Note:** If you purchase the trial version of MS Office 2016, it may not extend past the time for this semester.

The textbook bundle set is available for purchase at the Valencia College bookstore.

- *Bundle.* Shelly Cashman Series Microsoft Office 365 & Word 2016: Comprehensive, Loose-leaf Version + LMS Integrated MindTap Computing, 1 term (6 months) Printed Access Card. ISBN: 9781337353380

An eBook version is also available at the Valencia College bookstore:

- *eBook.* LMS Integrated MindTap (1 Term) Access for Shelly Cashman MS 365 2016. Author: Vermaat. **ISBN: 9781305871106**

For your information, the textbook ONLY printed version ISBN is listed below:

- *Textbook ONLY printed version.* Shelly Cashman Series: Microsoft Office 365 WORD 2016 Comprehensive by Vermaat © Cengage Learning, www.cengagebrain.com **ISBN** 9781337217118

Additional Class Materials

- One flash (USB) drive to save the student data files required to complete the course activities and the homework
- One 3-ring binder to keep the printed class materials and homework

Other Materials and Supplies:

- 1) Students MUST have the appropriate software version being used in the classroom (Microsoft Office 365 and Microsoft Word 2016).

Note: *The computer equipment in the Computer and Information Technology (BIIT) Lab, West Campus, is available to you in rooms 7-144 and 9-109. (Verify with the Lab staff for current hours of operation).*

COURSE CONTENT AND ASSIGNMENTS

The Mid-Term and the Final Exam **must** be taken in a controlled environment with the assistance of a proctor at The Testing Center (TTC). TTC at the West Campus is located in room 11-145.

- Student Data Files. For your convenience, your instructor published the student data files on **Blackboard/Student Data Files**. You may be required to upload the **student data files** to complete the activities in the textbook.
- Homework. Completed homework assignments **must** be submitted by the due date via **Blackboard /Homework**. Manage your time effectively and submit your work by the due date on Sunday. Late work will NOT be accepted.

GRADING

Letter grades will be determined using the standard Valencia College percentage point evaluation:

A = 90-100%	B = 80-89%	C = 70-79%	D = 60-69%	F = Below 60%
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The final grade will be calculated as follows:

50%	Completed (11) Modules Lab Assignments from the Textbook + SAM Training Assignments (2)
30%	Test 1, Test 2 (Mid-Term Exam)
20%	Final Exam (Test 3)
100%	GRAND TOTAL

TEST-TAKING PROCEDURE

The Final Exam must be taken on campus at The Testing Center. A one-week window will be granted to meet the Final Exam requirement. The student must take the test during the assigned time, otherwise the grade will be a "0" zero.

Coursework includes the module assignments for MS-Word 2016. Completed assignments are submitted for grading via **Blackboard** and/or **SAM**. The student *may* keep a printed copy of the completed homework in a 3-ring binder.

NOTE: CREDIT WILL NOT BE GRANTED FOR LATE WORK PAST THE DUE DATE. No exceptions! Plan ahead.

WHAT DO I NEED TO DO FOR A PASSING GRADE?

- 1) Follow the instructions and complete the MS-Word 2016 and MS-Excel 2016 course activities and homework assignments. Submit completed homework on time including your participation in the discussions.
- 2) Meet the Professional Portfolio requirement including ALL the required documentation: Employment, Research, and Special Event.

COURSE REMINDERS:

Missed work, late practice, quizzes, the mid-term exam and the final exam cannot be made up since there will be a time span period that the tests will be available online. **The link located on Blackboard/ Homework locks down right at the set due time; Blackboard you will not allow you to submit any work past the deadline.** Practice tests and exams WILL NOT be available for access past the due date; as a result, the grade will be a "0" zero.

- Late work will not be accepted; no exceptions are made. Manage your time effectively!
- Student data files are available on **Blackboard/Data Files**.

NOTE: If a student experiences technical difficulties with the computer and/or software at home, the student may utilize the computer labs at Valencia College to complete the required activities and homework. Problems such as these will not serve as an excuse to turn in late work or request an extension or withdrawal from the course.

MID-TERM WARNING: If you are making a grade lower than a "C" at or about mid-term, you will receive a notification from your professor. If you receive *below a "C" notice*, you should meet without delay with the professor. Not receiving a "below C notice" at mid-term is not a guarantee that you will pass the course.

WITHDRAWAL POLICY: The deadline to withdraw and receive a "W" grade is ***March 30, 2018***.

NOTE: The student **MUST** check the Blackboard course link for daily announcements, course updates, and must actively participate in the weekly discussions. The student must submit the required assignments on time as stated on Blackboard/Homework. No participation in the weekly discussion and weekly homework counts as an absence.

A student may withdraw at any time before the established withdrawal date by filing a withdrawal form in the Admissions Office or electronically via Atlas and will receive a "W" for a grade. After this date, if a student withdraws or is withdrawn by the professor for excessive absence, lack of participation or work activity in Blackboard or any other reasons, the professor may assign a withdrawal grade of "F." If a student fails to take the required final examination, the professor may assign an "F" according to Valencia College policy. Always talk with your professor prior to withdrawing from this or any other course. Participation in classroom assignments and discussions are vital for academic success. Students who do not maintain regular course participation and who may fall behind in their work can expect to receive a notice and may be dropped from the roll if non-participation is unexplained. You may refer to College Policy 6Hx28: 10-02) at <http://valenciacollege.edu/catalog>.

Important Notice on Final Grades: Valencia College policy 5: 13 requires professors to give students who do not complete the final examination a final grade of "F."

CLASSROOM POLICIES

- Food and drinks are not allowed in the classrooms and in the computer labs work area.
- Turn OFF all cellular phones; silent mode is allowed during study and/or classroom sessions.
- Valencia College policy states that NO children are allowed in the computer laboratory, library and or classrooms at any time.
- Visit the Valencia College at <http://valenciacollege.edu/catalog> for more information about the school policy.

OFFICE FOR STUDENTS WITH DISABILITIES: West Campus, SSB 102, Ext. 1523.

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

DISRUPTIVE BEHAVIOR

Any student engaged in disruptive behavior will be advised at the first offense. The student will be dropped from the course in the second offense.

ACADEMIC DISHONESTY

All forms of academic dishonesty are prohibited at Valencia College. This includes—but is not limited to—plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or

deceive. All work submitted by students is expected to be the result of students' individual thoughts, research and self-expression. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken.

ELECTRONIC MAIL (E-MAIL)

Students are required to check the **Blackboard/Messages** inbox and the Atlas mail box continuously. Course-specific announcements, instructions, changes, updates, etc., will be communicated via **Blackboard**. College-wide communications will be sent through your Atlas account.

DISCLAIMER

Changes in the syllabus and schedule may be subject to change at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.

REV: mmedina_010818

PROPOSED SCHEDULE¹
(Subject to Change)

WEEK	DATE	MS-WORD 2016 - Required Activities
1	Jan 8-14	Introduction to OST 2756: Microsoft Word <ul style="list-style-type: none"> • Become familiar with Blackboard. • Refer to <i>Blackboard / Start Here, Blackboard / Syllabus, and Blackboard/Homework</i> • Read, study, and print the documentation posted on <i>Blackboard / Start Here</i>. Gather all the course materials. • Complete and submit Discussion 1 published on <i>Blackboard/Weekly Discussion</i>. The discussion counts for weekly attendance.
2	Jan 15-21	<u>MICROSOFT OFFICE 2016 AND WINDOWS 10</u> <ul style="list-style-type: none"> • Essential Concepts and Skills
3	Jan 22-28	<u>MICROSOFT WORD 2016</u> MODULE 1: <u>Creating, Formatting, and Editing a Word Document with a Picture</u>
4	Jan 29-Feb 4	MODULE 2: <u>Creating a Research Paper with References and Sources</u>
5	Feb 5-11	MODULE 3: <u>Creating a Business Letter with a Letterhead and Table</u>
6	Feb 12-18	TEST 1 (Modules 1, 2, 3) (DUE: March 19)
7	Feb 19-25	MODULE 4: <u>Creating a Document with a Title Page, Lists, Tables, and a Watermark</u>
8	Feb 26-Mar 4	MODULE 5: <u>Using a Template to Create a Resume and Sharing a Finished Document</u>
9	Mar 5-11	MODULE 6: <u>Generating Form Letters, Mailing Labels, and a Directory</u>
—	Mar 12-18	<i>SPRING BREAK: March 12-18, 2018 (Valencia College is closed.)</i>
10	Mar 19-25	MODULE 7: <u>Creating a Newsletter with a Pull-Quote and Graphics</u> TEST 2 (Modules 4, 5, 6) (DUE: March 26)
11	Mar 26-Apr 1	MODULE 8: <u>Using Document Collaboration, Integration, and Charting Tools</u>
12	Apr 2-8	MODULE 9: <u>Creating a Reference Document with a Table of Contents and an Index</u>
13	Apr 9-15	MODULE 10: <u>Creating a Template for an Online Form</u>
14	Apr 16-22	MODULE 11: <u>Enhancing an Online Form and Using Macros</u>
15	Apr 23	<i>FINAL EXAM: MS-EXCEL 2016 (Modules 8, 9, 10, 11)</i> ➤ Offered at Valencia College, The Testing Center DUE: April 24

¹ Subject to change by the instructor.