

Syllabus: CSA-120 1 | Word Processing



Course Information

Course Title: Word Processing

Course Prefix/Number: CSA-120 1

Semester: Spring 2021

Class Days/Times: Mondays and Wednesdays 12:00 PM - 12:50 PM

Credit Hours: 3 cr. hrs. (4 pds: 2 lec, 2 lab)

Instructor Information

Name: Eric Bowman

Phone/Voice Mail: (928) 351-7236

E-mail: ebowman@tocc.edu

Office location: Virtual Office Hours via Zoom (Private conference with screen share).

Fridays 11:45AM - 1:00PM (or per request).

Course Description

Fundamentals of Word Processing (Microsoft Word). Includes creating, saving, editing and printing documents, creating and using templates, using functions, viewing and editing documents, using multiple documents, exporting documents and saving them as alternate formats (PDF, Etc.) for usage.

Student Learning Outcomes

1. Demonstrate the ability to navigate common features of Microsoft Office.
2. Create, enhance, preview, and print documents using functions.
3. Create, sort, and filter lists and datasets within spreadsheets.
4. Demonstrate ability to lock, unlock, or hide fill-in forms.

Course Structure

The course is an open-book, online course! We will meet via Zoom conference every Monday and Wednesday (except for dates the College is closed). I encourage you to use the online textbook, notes, and all other materials for all of this course.

Course Learning Materials and My Information

- Microsoft Office 2016 by Mary Anne Poatsy (Pearson ISBN10# 0-13-447944-0, ISBN13# 978-0-13-447944-0)
- Computer, or tablet with Internet access, including Microsoft Office or Microsoft Office 365 compatibility.
- Wireless or land line phone access
- Email access (using your @tocc.edu address)

Evaluations and Grading:

90% and above is an A

80 - 89% is a B

70 - 79% is a C

60 - 69% is a D

Under 60% is Failing

Your grade will be determined by the following:

Grading will be reflected as percentages to be used to express the letter grades as indicated above (*see "Evaluations and Grading"*).

Apache Cultural Component

SCAC encourages the growth of students' cultural knowledge by seeking to transmit learning in ways that respect the history, language, and culture of the San Carlos Apache Tribe. SCAC requires that all students, staff, and faculty complete HIS 130 Apache History I and APA 101 Apache Language and Culture I. All of SCAC's degrees and certificates include this requirement. The required courses may also apply to one or more General Education requirements (see Chapter 5).

San Carlos Apache College is in the process of developing culturally relevant curriculum and coursework in Apache history, culture, and language. Student and community feedback will guide this process. All SCAC instructors will find ways to incorporate culturally relevant topics and materials into their courses as appropriate.

Policies and Expectations

You can expect me to:

- Be patient, reasonable, but fair.

- Be responsive.
- Hold you accountable.
- Follow the rules of the San Carlos Apache College (see: Student Handbook).

I can expect you to:

- Be reasonable.
- Be logged in on time and participate during live sessions.
- Complete all assignments and submit them on time.
- Understand your rights and responsibilities outlined in the syllabus and Student Handbook.

Classroom Behavior

- Visitors may be only allowed at class sessions or on field trips with instructor approval, visitor's safety and behavior are the responsibility of the student.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Food and beverages are allowed in classrooms at discretion of the instructor.
- Cellphones should be turned off during class, unless the instructor is allowing students to use their tools (calculator, internet access).
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.
- Student behavior is also detailed in student handbook under Student Code of Conduct Violations

Make-up policy:

Late assignments that can be made up will be accepted. Laboratories cannot be made up except in the case of college closure. At the instructor's discretion, extra credit opportunities and optional activities may be provided.

Attendance Policy

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a "W" or "Y" will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible. (Revise as needed for the online environment.)

Academic Integrity:

Violations of scholastic ethics are considered serious offenses by San Carlos Apache College. Students may consult the SCAC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must

clearly be original. You may use work from books and other materials if it is properly cited.

Course Feedback:

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

Incomplete Policy

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. The student must have unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on SCAC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. [faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on SCAC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawals (Y) Grade

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Equal Access Statement/Disability Accommodations

San Carlos Apache College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX

San Carlos Apache College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Conduct: Bias, Bullying, Discrimination and Harassment

San Carlos Apache College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.