



**Business & Computer  
Information Systems Division**

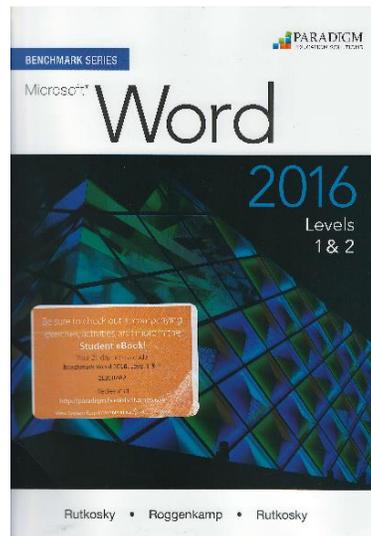
CIS 123, Word Processing (Microsoft Word) *Online, Fall Semester, 2017*

**Syllabus**

CRN: 13409  
Units 3  
Instructor: Professor J. Troop, M.A.,  
Microsoft Certified Office Specialist  
in Word and Excel  
Telephone: 714-992-7206  
E-mail: [jtroop@fullcoll.edu](mailto:jtroop@fullcoll.edu)  
Web site: <http://staffwww.fullcoll.edu/jtroop>

**Office Hours**

Monday 4:00 p.m. to 6:30 p.m.  
Tuesday 4:30 p.m. to 6:00 p.m.  
Wednesday 4:00 p.m. to 5:30 p.m.



*The professor is often on campus other times. You can schedule an appointment.*

Office: 511-02; the entrance to her office is through the 511 lab.  
Textbook: *Benchmark Series: Microsoft Word 2016: Text Levels 1 and 2*, by Rutkosky Roggenkamp, and Rutkosky. You must use this book for the class. If you buy a used book, *you may access the data files on the campus network, drive K, or on the professor's website at <http://staffwww.fullcoll.edu/jtroop>.*  
Class Materials: Textbook, data files, computer, Internet access  
Course Description: See catalog.  
Prerequisite: Keyboarding speed of 25 wpm (we do not test)

**Dropping of No-shows:** Please be mindful that If you do not submit any assignments by the end of the second week of the semester, you will be dropped as a no-show.

## Grade Appeal Procedure

Please see the Fullerton College Catalog for final version of this procedure.

### **Student Learning Outcomes**

- Upon successful completion of CIS 123, the student will be able to create, save, format, edit and print a Word document.
- Upon successful completion of CIS 123, Word Processing I, the student will be able to create, format, and save a report that contains a cover sheet, section breaks, page numbers, headers, footers, and tabs.
- Upon successful completion of CIS 123, Word Processing I, the student will be able to create, design, format, and edit a document that has a table of contents, page numbers, and enhanced tables.
- Upon successful completion of CIS 123, the student will be able to use the mail merge feature to create documents.

*The student learning outcomes are certainly not the only things you will learn in this class.*

### **Computer Labs Hours**

If you do not have access to a computer, you may use one of the two labs available to students in this class. Below is information concerning these labs. Computers are also available in the library.

Telephone number for 2200 A/B lab: 714-992-7000, extension 24302.

Telephone number for 511 lab: 714-992-7000, extension 24297.

Labs will be closed in observance of holidays when the school is closed.

2200 Lab (Room 2200)	
Monday-Thursday	7:30 a.m.—10 p.m.
Friday	8 a.m.—5 p.m.
Saturday	10 a.m.—4 p.m.
Sunday	Closed
511 Lab (Room 511)	
Monday-Thursday	8 a.m. to 10 p.m.
Friday,	9 a.m. – 1 p.m.
Saturday, Sunday	Closed

## Definitions

Listed below are the definitions of assignment, project, and assessment.

### Assignments

This is *any* work given to you to do.

### Projects

These are word processing exercises found **within** the chapters of your book. They give step-by-step instructions on how to do the various operations featured in each of the chapters. If you do not know how to use a feature or need to brush up on it, then do the project that teaches you that feature. **They are not turned in.** If you have taken Word before, check to make sure that the feature has not changed since the earlier version

### Assessments

This is a term that means the assignments you will be doing that are available on the professor's website. It is your homework that is to be submitted to the professor via Canvas. **The textbook instructs you to use an ebook for the homework, but as we do not know the date when it will be ready, the assessments have been put on the professor's website so that you can access them.**

## Keeping Up with the Class

It is to your advantage not to allow yourself to fall behind in the work. If you work during the week, you may spend some hours over the weekend doing class work. The reward is that, when you finish, you will have gained a wide background in Word. *The work you put into learning this program pays dividends.*

### Keeping Your Book

This particular textbook is very well written and is a good reference book. You would be well advised to keep it so that you can refer to it in the future.

### Using a Mac

Doing your assignments on a Mac is **not** recommended as students have reported that they have problems because the software is not *entirely* compatible. We have two labs for Microsoft Office students.

### General Information and Software Versions

Any copying, plagiarism, or other form of cheating may subject a student to failure from the course in addition to any other reactions stipulated by school disciplinary proceedings.

1. In order to receive full credit for homework assignments, they must be submitted online by the due time and date listed in this syllabus.

2. *Except for the last two weeks of the semester, late assignments receive half credit. No assignments that are more than two weeks overdue will be accepted during the last two weeks of the semester.*
3. If you need additional time to complete a test or if you require any special accommodations, you must notify the instructor at the beginning of the term. All students needing special accommodations should be registered with the Disabled Student Services. Otherwise, you will be expected to adhere to the guidelines included in this course syllabus.
4. You may do work in one of the computer labs on campus or somewhere else (provided you have the right version of Word on a computer there).
5. This class is for the 2016 version of Microsoft Word. Do not use any other version of the software because you will not be able to do all the assignments with an older version, and you will not be able to earn needed points toward your grade.

**It is important that you be organized in this class. You will find that the assignments are not difficult. However, if you don't keep track of all of them, you run the risk of not submitting some of them and, therefore, not receiving credit for them.**

#### **Emergency Response Statement**

This will apply when you are on campus. Please take note of the safety features and study the posted evacuation route either in the hall or in the room. The most direct route to the grass may not be the safest because of the existence of roofing tiles or other potentially hazardous things. During strong quakes the recommended response is to duck, cover, and hold until shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

#### **Student Conduct Statement**

Students have an obligation to become familiar with the college's policies, rules, and regulations and to conduct themselves in a reasonable, respectful, manner conducive to attaining their educational goals. The students should refer to the college catalog under the heading student conduct for additional information.

#### **ADA Statement**

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

#### **How Grades are Calculated**

At the end of the semester, each student's points are added up. The highest number of points accumulated by any student will constitute the top of the A grade range.

Students who have total points equal to 90% and above the highest number of accumulated points will receive an A.

Students who have total points below 90% but at least 80% of the highest number of accumulated points will receive a B.

Students who have total points below 80% but at least 70% of the highest number of accumulated points will receive a C.

Students who have total points below 70% but at least 60% of the highest number of accumulated points will receive a D.

Students who have total points below 60% of the highest number of accumulated points will receive an F.

Generally speaking, only those who stop coming to class without officially dropping or do not do their assignments receive a failing grade.

*Per division policy regarding online classes, if you do not take the final exam, you cannot pass the class.*

### **Example of Grading Calculation**

Assume that the highest number of points possible in the class 1,500. Further assume that the highest number of accumulated points by any student is 1,000. This means that the person with 1,000 points is at the top of the A range and gets an A. Those with 999 to 900 points receive an A also. Those with 899 to 800 points receive a B. Those with 799 to 700 points receive a C. Those with 699 to 600 points receive a D. Those with below 600 points receive an F. Generally, persons who receive low grades have not turned in homework or have stopped participating in the class but not officially dropped.

***No late homework that is more than two weeks overdue will be accepted the last two weeks of class.***

<i>Actual Available Points this Semester</i>	Points
Individual Assignments (including class discussion comments)	3 each
Midterm, hands-on; this is a test on the computer	200
Final, hands-on test at the computer	200

The make-up versions of these tests are cumulative and very very difficult as well as in a different format from the regular versions.

See the Schedule of Activities in this syllabus for the assessment assignments for each of the chapters.

### **Network Computer Accounts and Passwords**

You must have a computer account and password in order to log on to the computers in the classrooms and labs. These include the computers you will be using for the midterm and final. **The computer account is your student ID number.** The password is the password you used on MyGateway when you registered. ***Write your account number and password down and keep them in your wallet or binder so that you will have them when you come in for testing as that will be done on our computers.*** The account is free. You may also use an e-mail account through the school.

### **Student Responsibility to Drop Classes (from our Class Schedule)**

**"If you decide not to attend classes for which you have registered, it is your responsibility to officially drop within published deadlines.** If fees have not been paid, students who drop classes after the refund

deadline will incur a financial obligation to the college and an administrative hold will be placed on their student records until fees are paid.”

### Guidelines for Online Discussions

- **First, read the directions for submitting your class discussion comments. They are posted on the professor’s web page. Her website address is: [staffwww.fullcoll.edu/jtroop](http://staffwww.fullcoll.edu/jtroop)**
- You must prepare a comment for each module (chapter). The professor will provide the initial statement or question. Then she will post a summary when the discussion period is over.
- Each comment you make must be 100-150 words. It must be thoughtful and well organized.
- You may merely give your thoughts on the topic or comment on another student’s comment.
- Students are to be respectful of one another. “Flaming” or other rudeness will earn no credit. Any criticism you offer must be positive.
- Profanity will result in no credit. This is academic work, not Facebook.
- Comments must be written in correct English. Proofread your work before submitting it.
- Be sure to prepare and post your comments before the deadline.
- Your comments must be more than a mere “I agree,” “I do not agree.” Comments like “My turtle wears pink tennis shoes” will receive no credit. Your remarks must be original, not just rephrasing what another student has written, and your turtle already knows that it is much more fashion-forward than the rest of us.

### Important Information about Assignments

1. The book is organized into two levels. In **Level 1**, you will be doing Chapters 1 through 8. In **Level 2**, you will be doing Chapters 1 through 6.
2. You will be responsible for knowing **all** of the features in each chapter and could be tested on any of them.
3. **For some of your assignments, you will be directed to open documents (data files) so that you can work on them. These documents were created ahead of time by the author so that you do not have to type them yourself. These documents are referred to as **data files**. For this class, these data files are kept on the professor’s website. You may get them there. Her website address is listed on the first page of this syllabus.**

Occasionally you will create a document yourself *without* a data file. When this occurs, you will see directions such as *open a new blank document* or words to that effect. In other words, *you will use data files for some assignments and not for others.*

4. The instructions for doing your **skills assessments** (graded homework assignments) **are not in the textbook itself**. In your textbook, you are referred to a workbook *ebook* for these. See the bottom of page 30 in your textbook for an example of this type of reference. You do not have to buy the ebook just to get the assessments upon which you will be earning points. *They will be available on the professor's website for you to use*. As mentioned earlier, this is because we do not know when the ebook will be ready. It would be a good idea to print them out before you start using them.
5. If you cannot use the Word features in the chapters without help, then work your way through the **projects** in the textbook chapters themselves to learn them so that you can. *You do not need to turn these in*. Keep in mind that these projects are much like lectures you would receive if this class were still taught on campus. They are where you learn Word. If you get stuck, you may also come in to campus when the professor is there for personal help. The instructional assistant in Room 511 can also help you. She is not there, though, past 6:30 p.m. in the evenings.
6. You are required to do the **skills assessments** listed in this syllabus and submit them via Canvas. *Again, they are available on the professor's website*.
7. Ignore instructions for Snap students. We do not use Snap in this course.

#### Orientations for New Online Students

If you have not taken an online class or have not taken one at Fullerton College, you should attend an orientation. They are offered at the following times and dates:

Thursday	August 24	4:00 p.m.- 5:00 p.m.	Room 315
Friday	August 25	1:00 p.m.- 2:00 p.m.	Room 315

If a room change occurs, the new room number will be posted outside the original room.

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## IMPORTANT DATES

Below is a list of dates that you should post to your calendar. It consists of dates when assignments are due and tests or orientations will take place.

### Orientations (not required)

Thursday	August 24	4:00 p.m.- 5:00 p.m.	Room 315
Friday	August 25	1:00 p.m.- 2:00 p.m.	Room 315

### Due Dates for Assignments Including Class Discussion Comments

Level 1, Chapter 1	Midnight, Sunday, September 10
Level 1, Chapter 2	Midnight, Sunday, September 10
Level 1, Chapter 3	Midnight, Sunday, September 17
Level 1, Chapter 4	Midnight, Sunday, September 24
Level 1, Chapter 5	Midnight, Sunday, October 1
Level 1, Chapter 6	Midnight, Sunday, October 8
Level 1, Chapter 7	Midnight, Sunday, October 15
Level 1, Chapter 8	Midnight, Sunday, October 22
Level 2, Chapter 1	Midnight, Sunday, November 5
Level 2, Chapter 2	Midnight, Sunday, November 12
Level 2, Chapter 3	Midnight, Sunday, November 19
Level 2, Chapter 4	Midnight, Sunday, November 26
Level 2, Chapter 5	Midnight, Sunday, December 3
Level 2, Chapter 6	Midnight, Sunday, December 10

### Midterm Dates

Friday	October 27	2:00-4:00 p.m.	Room 511
Friday	October 27	6:00-8:00 p.m.	Room 511
Saturday	October 28	10:00 a.m.-noon	Room 511

### Final Exam Dates

Friday	December 15	2 p.m. to 4 p.m.	Room 511
Friday	December 15	6 p.m. to 8 p.m.	Room 511
Saturday	December 16	10 a.m. to noon	Room 511

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## Schedule for Class Activities, Fall 2017

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### Week 1

Monday, August 28 to Midnight, Sunday, September 3

#### Activity

- Read this syllabus *thoroughly*
- Get the book
- Read through Chapter 1 (Preparing a Word Document). *You are not a Snap user.* As you go through the chapters, read about the Word features and read through the projects. **Do the projects that you need to do so that you will be able to use the features in them without help. These projects are where you learn the steps that result in Word giving you the finished product that you want.**
- When you are tested, you will be expected to produce documents using them. You do not need to submit **projects**. They are for you to teach you Word.
- There are two kinds of files you will need to get from the professor's website. They are the (1) **data files** and the (2) **assessment instructions**. The **data files** are those files that, from time to time, you will need in order to do the projects or assessments. Assessment instructions are basically your homework directions that would normally be found at the ends of chapters. *You will need to get both of them.*

#### Homework

- **Assessments for Chapter 1, Preparing a Word Document**
- (Get the data files and assessment instructions from the instructor's website, <http://staffwww.fullcoll.edu/jtroop>) You will probably want to print out the instructions for the assessments first and then do them.
  - Assessment 1: Type and Edit a Document on Resume Writing
  - Assessment 2: Create a Document Describing Keyboard Shortcuts
  - Visual Benchmark: Create a Letter
  - Class discussion on Canvas for Level 1, Chapter 1
- Submit the assessments via Canvas. You will be submitting assignments all throughout the entire course using Canvas. You will not be required to print your homework documents.
- **Instructions for using Canvas are located on the instructor's website.** <http://staffwww.fullcoll.edu/jtroop>

(This homework is due Sunday, September 10 by midnight)

**Week 2**  
**Monday, September 4 to Midnight, Sunday, September 10**

**Activity**

- Read through Chapter 2 (Formatting Characters and Paragraphs)
- Do the chapter projects for those features you do not know.

**Homework**

**Assessments for Chapter 2, Formatting Characters and Paragraphs**

- Assessment 1: Apply Character Formatting to a Lease Agreement Document
- Assessment 2: Apply Styles, a Style Set, and a Theme to a Hardware Technology Document
- Assessment 3: Apply Character and Paragraph Formatting to an Employee Privacy Document
- Visual Benchmark: Create an Active Listening Report
- Class Discussion: Write your comment(s) for Chapter 2 for the discussion area of Canvas. The instructions for doing this are on the professor's website.

Submit the assessments and your class discussion comment through Canvas. You will be submitting assessments and comments all throughout the entire course using the Canvas program.

**(This homework is due Sunday, September 10 by midnight)**

**Week 3**  
**Monday, September 11 to Midnight, Sunday, September 17**

**Activity**

- Read through Level 1, Chapter 3 (Customizing Paragraphs)
- Do the chapter projects for those features you do not know.

**Homework**

- **Assessments for Chapter 3, Customizing Paragraphs**
  - Assessment 1: Apply Paragraph Formatting to a Computer Ethics Document
  - Assessment 2: Type Tabbed Text and Apply Formatting to a Computer Software Document
  - Assessment 3: Type and Format a Table of Contents Document
  - Assessment 4: Format a Building Construction Agreement Document (Remember that you can get your data files from the professor's website.)
  - Assessment 5: Do not do this assessment.
  - Visual Benchmark: Create a Resume
  - Case Study, Parts 1, 2, and 3
  - Class Discussion: Write your comment(s) for Chapter 3 in the discussion area of Canvas.

**[This homework is due by midnight, Sunday, September 17](#)**

Week 4  
Monday, September 18 to Midnight, Sunday, September 24

Class Activity

- Read through Level 1, Chapter 4 (Formatting Pages).
- Do the chapter projects for those features you do not know.

Homework

- Assessment 1: Format a Cover Letter Document and Create a Cover page
- Assessment 2: Format an Intellectual Property Report and Insert Headers and Footers
- Assessment 3: Format a Real Estate Agreement
- Visual Benchmark: Format a Resume Styles Report
- Case Study, Part 1
- Case Study, Part 2
- Class Discussion: Write your comment(s) for Chapter 4 in the discussion area of Canvas.

[This homework is due by midnight, Sunday, September 24](#)

**Week 5**  
**Monday, September 25 to Midnight, Sunday, October 1**

**Class Activity**

- Read through Level 1, Chapter 5 (Applying Formatting and Inserting Objects)
- Do the chapter projects for those features you do not know.

**Homework**

- **Assessments for Level 1, Chapter 5**
  - Assessment 1: Add Visual Appeal to a Report on Intellectual Property
  - Assessment 2: Create a Sales Meeting Announcement
  - Assessment 3: Create an Announcement
  - Assessment 4: Insert Screenshots in a Memo
  - Visual Benchmark, Part 1: Create a Flyer
  - Visual Benchmark, Part 2: Format a Report
  - Case Study, Part 1: Preparing an Information Newsletter
  - Case Study, Part 2: Preparing an Announcement
  - Case Study, Part 3: Preparing and Formatting a New Slogan
  - Class Discussion: Write your comment(s) for Chapter 5 in the discussion area of Canvas.

**This homework is due by midnight, Sunday, October 1.**

**Week 6**  
**Monday, October 2 to Midnight, Sunday, October 8**

**Class Activity**

- Read through Level 1, Chapter 6 (Maintaining Docs and Printing Envelopes and Labels)
- Do the chapter projects for those features you do not know.

**Homework**

**Assessments for Level 1, Chapter (6)**

- Assessment 2: Create an Envelope
- Assessment 3: Create Mailing Labels
- Assessment 4: Prepare a Fax
- Assessment 6: Create Personal Mailing Labels
- Assessment 7: Download and Complete a Student Award Certificate
- Visual Benchmark, Part 1: Create Custom Labels
- Visual Benchmark, Part 2: Create an Invitation (step 7 is optional)
- Class Discussion: Write your Chapter 6 comment in the discussion area of Canvas.

[This homework is due by midnight, October 8.](#)

**Week 7**  
**Monday, October 9 to Midnight, Sunday, October 15**

**Activity**

- Read through Chapter 7 (Creating Tables and Smart Art).
- Do the chapter projects for those features you do not know.

**Homework**

- Assessment 1: Create, Format, and Modify a Training Schedule Table
- Assessment 2: Create, Format, and Modify a Property Replacement Costs Table
- Assessment 3: Format a Table on Transportation Services
- Assessment 4: Create and Format a Company SmartArt Graphic
- Assessment 5: Create and Format a Company Organizational Chart
- Assessment 6: Insert Formulas in a Table
- Visual Benchmark, Part 1: Create a Cover Letter Containing a Table
- Visual Benchmark, Part 2: Create and Format a SmartArt Graphic
- Case Study, Part 1: Modifying a Monthly Sales Summary
- Case Study, Part 2: Create an Organizational Chart
- Case Study, Part 3: Create a Graphic that Lists the Company's Services
- Class Discussion: Write your class discussion comment for Chapter 7 in the discussion area of Canvas.

**[This homework is due by midnight, October 15.](#)**

**Week 8**  
**Monday, October 16 to Midnight, Sunday, October 22**

**Activity**

- Read through Chapter (8) Merging Documents
- Do the chapter projects for those features you do not know.

**Homework**

**Assessments for Chapter 8**

- Assessment 1: Create a Data Source File
- Assessment 2: Create a Main Document and Merge with a Data Source File
- Assessment 3: Create an Envelope Main Document and Merge with a Data Source File
- Assessment 4: Create a Labels Main Document and Merge with a Data Source File
- Assessment 5: Edit a Data Source File
- Visual Benchmark: Prepare and Merge Letters
- Case Study, Part 1: Create a data source, a main document, and merge them (You may make the main document two or three short paragraphs.)
- Case Study, Part 2: Use If...then...else in merging
- Case Study, Part 3: Create a new main document, merge with an existing file. (You may make the main document very short.)
- Write your comment for the online discussion for Chapter 8 in the discussion area of Canvas.

**[This homework is due by midnight, October 22.](#)**

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**Week 9**  
**Monday, October 23 to Midnight, Sunday, October 29**

**Activity**

The **midterm** exam will be held at the following times and days. Choose one that is convenient for you. Bring photo identification with you.

Friday	October 27	2:00-4:00 p.m.	Room 511
Friday	October 27	6:00-8: 00 p.m.	Room 511
Saturday	October 28	10:00 a.m.-noon	Room 511

**Week 10**  
**Monday, October 30 to Midnight, Sunday, November 5**

**You are now starting Level 2 of the textbook.**

**Activity**

- Read through **Level 2**, Chapter 1 (Customizing Paragraphs and Pages)
- Do the chapter projects for those features you do not know.

**Homework**

**Homework for Level 2, Chapter 1**

- Assessment 1: Define and Apply Custom Bullets and Multilevel Lists to a Technology Document
- Assessment 2: Insert Specialized Headers and Footers in a Report
- Assessment 3: Insert a Section Break and Format and Print Sections
- Assessment 4: Format a Shape and Edit Points and Wrap Points
- Assessment 5: Link Text Boxes
- Assessment 6: Insert a Horizontal Line in a Footer
- Visual Benchmark: Create and Format an International Correspondence Document
- Case Study, Part 1: Formatting an Employee Handbook
- Case Study, Part 2: Adding Additional Formatting to the Employee Handbook
- Case Study, Part 3: Creating and Formatting a Flyer
- Case Study, Part 4: Formatting with Tables
- Write your comment for the online discussion for Level 2, Chapter 1

**This homework is due by midnight, November 5.**

**Week 11**  
**Monday, November 6 to Midnight, Sunday, November 12**

**Activity**

- Read through Level 2, Chapter 2 (Proofing Documents and Creating Charts).
- Do the chapter projects for those features you do not know.

**Homework**

**Assessments for Level 2, Chapter 2**

- Assessment 1: Check Spelling in a Punctuation Document
- Assessment 2: Check Spelling and Grammar and Proofread a Letter
- Assessment 3: Check Spelling and Grammar and Display Readability Statistics and Word Count in a Document
- Assessment 4: Translate and Insert Words in a Table
- Assessment 5: Create and Format a Column Chart and Pie Chart
- Visual Benchmark: Use the Translator Feature
- Case Study, Part 1: Editing a Corporate Writing Manual
- Case Study, Part 2: Changing the Corporate Writing Manual
- Case Study, Part 3: Adding Information on Reference Books to the Corporate Writing Manual
- Case Study, Part 4: Translating terms
- Write your comment as part of the online discussion for Level 2, Chapter 2

**[This homework is due by midnight, November 12.](#)**

**Week 12**  
**Monday November 13 to Midnight, Sunday, November 19**

**Activity**

- Read through Level 2, Chapter 3 (Automating and Customizing Formatting).
- Do the chapter projects for those features you do not know.

**Homework**

**Assessments from Level 2, Chapter 3**

- Assessment 1: Format a Health Plan Document with AutoCorrect and Building Blocks
- Assessment 2: Format a Property Protection Issues Report
- Assessment 3: Create Building Blocks and Prepare an Agreement
- Assessment 4: Create a Custom Tab and Group
- Assessment 5: Insert an Equation Building Block
- Visual Benchmark: Create an Agreement with Building Blocks and AutoCorrect Text

If you are doing your assessments on campus and cannot create templates, save them as documents instead of templates. They will merely not appear with the templates; they will have to be opened like any other document.

- Case Study, part 1: Creating a Letterhead (*You may have to save this to a document instead of a template if you do it on campus.*)
- Case Study, part 2: Creating a letter (*Again, you may have to use a document instead of a template.*)
- Case Study, part 3: Using Building Blocks
- Case Study, part 4: Continuing on with Building Blocks
- Post your comments for the online discussion for Level 2, Chapter 3 on Canvas

This homework is due by midnight , November 19

**Week 13**  
**Monday November 20, to Midnight, Sunday, November 26**

Activity

- Read through Level 2, Chapter 4 (Customizing Themes, Creating Macros, and Navigating in a Document)
- Do the chapter projects for those features you do not know.

Homework

**Assessments for Level 2, Chapter 4**

- Assessment 1: Create and Apply Custom Themes to a Medical Plans Document
- Assessment 2: Record and Run Formatting Macros
- Assessment 3: Format and Navigate in a Corporate Report Document
- Assessment 4: Assign Macros to the Quick Access Toolbar
- Visual Benchmark: Insert SmartArt Graphics in a Business Document

If you cannot do the following case studies because you are doing your work on campus and cannot create templates, save them as documents. The inability to save templates may also affect your macros.

- Case Study 1: Working with templates and building blocks
- Case Study 2: Working with theme colors
- Case Study 3: Photography services document
- Case Study 4: Formatting a report by applying enhancements
- Post your comment(s) to the online discussion for Level 2, Chapter 4

**This homework is due by midnight, Sunday, November 26.**

Week 14  
Monday, November 27 to Midnight, Sunday, December 3

Activity

- Read through Level 2, Chapter 5 (Inserting Special Features and References)
- Do the chapter projects for those features you do not know.

Homework

Assessments for Level 2, Chapter 5

- Assessment 1: Sort Skills
- Assessment 2: Insert Footnotes in Designing a Newsletter Report
- Assessment 3: Insert Sources and Citations in a Privacy Rights Report
- Visual Benchmark: Format a Report in MLA Style
- Case Study, Part 1: Create a main document and merge it with a data source file
- Case Study, Part 2: Reformatting a report into APA Reference style
- Post your comments for the online class discussion for Level 2, Chapter 5

[This homework is due by midnight, December 3.](#)

Week 15  
Monday, December 4 to Midnight, Sunday, December 10

Activity

- Read through **Level 2**, Chapter 6 (Creating Specialized Tables and Indexes).
- Do the chapter projects for those features you do not know.

Homework

Assessments for **Level 2**, Chapter 6

- Assessment 1: Create and update a Table of Contents for a Photography Report
- Assessment 2: Insert Captions and a Table of Figures in a Report
- Assessment 3: Create and Update an Index for a Newsletter
- Assessment 4: Customize an Index
- Visual Benchmark: Create a Table of Contents and a Table of Figures
- Case Study, Part 1: Preparing an Employee Handbook
- Case Study, Part 2: Applying Specifications to a Document
- Enter your comments in the online discussion for Level 2, Chapter 6

**This homework is due by midnight, Sunday, December 10.**

Week 16, Finals Week  
Monday, December 10 to Midnight, Saturday, December 16

Activity

Take final examination.

Please choose a time to take your final exam from the following choices. Bring a photo I.D. with you. The final exam will be held on campus. You may attend one of three sessions: They will be held as follows:

Friday	December 15	2:00 to 4:00 p.m.	Room 511
Friday	December 15	6:00 to 8:00 p.m.	Room 511
Saturday	December 16	10:00 to noon	Room 511

It is the sincere wish of the professor that you have gained much knowledge from this class and will use it in both your professional and personal lives.

## FULLERTON COLLEGE ACADEMIC HONESTY POLICY

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades.

Such standards are founded on basic concepts of integrity and honesty.

These include, but are not limited to, the following areas:

- Students shall not plagiarize, which is defined as:
  - stealing or passing off as one's own the ideas or words of another,
  - using a creative production without crediting the source.

The following cases constitute plagiarism:

- paraphrasing published material without acknowledging the source,
- making significant use of an idea or a particular arrangement of ideas, e.g., outlines;
- writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
- submitting under one's own name term papers or other reports which have been prepared by others.

Students shall not cheat, which is defined as:

- using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
- misreporting or altering the data in laboratory or research projects involving the collection of data.  
Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

- Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); assign an "F" on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence); or assigning an "F" in the course as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).
- Report to the appropriate administrators, with notification to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

FULLERTON COLLEGE  
INSTRUCTIONAL COMPUTING  
ACCEPTABLE USE POLICY

Fullerton College reserves the right to limit, restrict or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Fullerton College.

Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access.

The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities which support learning and teaching at Fullerton College.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

1. Violating individuals' right to privacy.
2. Using profanity, obscenity, or language offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying copyright protected material in violation of copyright law.
5. Playing games.
6. Using the network for financial gain, commercial, or illegal activity.
7. Using the network to access material or make individual contacts or communications which are without educational value in the context of the mission of the college.

The network management accepts no responsibility for harm caused by system use. Logging in now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above