

ARIZONA WESTERN COLLEGE  
SYLLABUS

## CIS 72 BASIC WORD PROCESSING

Credit Hours: 1 Lec 1 Lab 1

PREREQUISITE: CIS 70

COURSE DESCRIPTION

This course is a basic introduction to the use of a word processing software package. It is specifically designed for those individuals who have successfully completed the CIS 70 "Basic Computers" course or have those basic skills and now wish to expand his/her knowledge about computers without enrolling in a traditional academic college class.

1. COURSE GOAL

This course prepares learners to use basic word processing features to create a variety of documents for business and personal use.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 identify parts of the word processing screen.
- 2.2 work with menus and dialog boxes.
- 2.3 use the Internet and World Wide Web tools for information exchange.
- 2.4 create, format, and print basic documents.
- 2.5 use basic writing tools for checking spelling and grammar.
- 2.6 enhance documents with bullets, page numbers, styles, and borders.
- 2.7 use shortcuts and time-saving features.
- 2.8 create and edit table entries.
- 2.9 use mail merge feature to produce form letters, envelopes, and labels.
- 2.10 use graphic objects and drawing tools.

3. METHODS OF INSTRUCTION

- 3.1 Lectures
- 3.2 Demonstrations of software concepts
- 3.3 Guided group or individual activities
- 3.4 Study suggestions
- 3.5 Class discussions
- 3.6 Individualized instruction
- 3.7 Objective evaluations

4. LEARNING ACTIVITIES

- 4.1 Practice exercises
- 4.2 Reading assignments from text
- 4.3 Application review assignments

5. EVALUATION

- 5.1 Homework assignments

## 5.2 Production and theory exams

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid. For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course