Summer 2009  
CIS M20 – Word Part I  
Room: LMC-121

Instructor Information – Mary Mills

Phone Number 378-1400 extension 1687

E-mail address mmills@vcccd.edu (preferred) or m.lm.teach@pacbell.net (personal)  
Any communication using e-mail should include your name, class & meeting times

Website http://www.moorparkcollege.edu/~mmills  
Please note from time to time there may be changes made to the website.

Class Rules/Policies
1. Start and End on time – Students will be ready for class before it starts
2. Reading will be completed BEFORE class
3. Quizzes may be given at any time – be prepared. There are no make up quizzes.
4. Phones on vibrate only. Phones off and put away during exams.
5. No Side talking and passing notes – share comments with the whole class
6. One person talking at a time (don’t interrupt others)
7. Students will be respectful of ALL people in the class. No profane language.
8. Feet belong on the floor not on other chairs. Do not rearrange desks/chairs for your comfort.
9. No computer usage during lectures (including laptop, cellphone, and PDA usage)
10. Students must participate in class activities/lectures to get participation credit.
11. The use of any chat programs on college computers will not be tolerated. Disciplinary actions will result.
12. Remember that for every on-ground class there are 3 online class hours.
13. Include your name inside all documents submitted to instructor.
14. Include your name in the file name when saving documents.
15. Assignment dates will be posted on the online management system.