# Office Technology 11C Word Processing Projects REEDLEY COLLEGE

##### Quarter 1, Fall 2008 TTh 8:00-9:50, POR-5 #52069 : 08/18/08-10/17/08

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##### Office Hours: MW 10-11; F 8-11; or by appointment

### REQUIRED TEXT and SUPPLIES:

* 128 mb (minimum) Jump Drive (aka Flash Drive, Memory Stick, USB Drive)
* Microsoft Word 2007

Author: Shelly Cashman Vermaat
ISBN: 978-1-4188-4338-0
Publisher: Thomson Course Technology
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RC Bookstore price: $92.70

### COURSE DESCRIPTION:

This course uses a mastery approach to completing word processing projects. The course teaches advanced word processing skills, using current word processing software, emphasizing text editing, document formatting and processing, forms and tables, as well as the customization of the word processor. OT 11C includes an introduction to desktop publishing.

### COURSE OUTCOMES:

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

1. Customize paragraphs using pagination, lists, and tables.
2. Format documents using document sections and styles.
3. Format long documents including indexes, tables of contents, footnotes, endnotes, and cross-references.
4. Organize multiple documents by using master and subdocument tools.
5. Customize tables, using Excel data and Word calculations.
6. Create and modify graphics.
7. Customize Word using macros, menus, and toolbars.
8. Assist in a workgroup using tools to track, accept, and reject changes to documents.
9. Perform mail merge using Word, Excel, or Access data.

### COURSE OBJECTIVES:

In the process of completing this course, students will:

1. Control pagination.
2. Sort paragraphs in lists and tables.
3. Create and format document sections.
4. Create and apply character and paragraph styles.
5. Create and update document indexes and tables of contents, figures, and authorities.
6. Create cross-references.
7. Add and revise endnotes and footnotes.
8. Create and manage master documents and subdocuments.
9. Move within documents.
10. Create and modify forms using various form controls.
11. Create forms and prepare forms for distribution.
12. Use Excel data in tables.
13. Perform calculations in Word tables.
14. Create, modify, and position graphics.
15. Create and modify charts using data from other applications.
16. Align text and graphics.
17. Create, edit, and run macros.
18. Customize menus and toolbars.
19. Track, accept, and reject changes to documents.
20. Merge input from several reviewers.
21. Insert and modify hyperlinks to other documents and Web pages.
22. Create and edit Web documents in Word.
23. Create document versions.
24. Help protect documents.
25. Define and modify default file locations for workgroup templates.
26. Attach digital signatures to documents.
27. Merge letters with a Word, Excel, or Access data source.
28. Merge labels with a Word, Excel, or Access data source
29. Use Outlook data as mail merge data source.

### ATTENDANCE:

Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. The only excused absences are those due to a school-related activity or a requirement to appear in court. Calling me to tell me you will be absent does not excuse you but is considered a professional courtesy and will be noted in your attendance record. Students leaving class before the end of class will be recorded as absent. Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F.

### holidays: None

### DROP DEADLINE: tba

### TARDIES:

Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late.

### HOMEWORK:

End-Of-Chapter (EOCs) assignments may be answered in the book or on a separate piece of paper. A selected few problems will be graded using a Homework Check. No late homework will be accepted! *Note: Being absent the day homework is collected does not entitle you to turn it in late!* Telephone or email me to discuss your specific situation.

### LAB ASSIGNMENTS:

You will be building a lab packet as you continue in this course. Please keep all lab assignments in a neat and orderly fashion until they are due. Assignments are to be printed out as well as saved on your disk. I reserve the right to examine your work as it is saved on your disk. . ***If your assignment is not saved on your jump drive and available for my review, credit will not be earned for the assignment.***

### QUIZZES:

Quizzes may be announced. There are no makeup’s for missed quizzes. POP Quizzes will be given each time a cell phone is activated or a text message is sent or received during class.

### TESTS:

There are no makeup’s for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

### FINAL EXAM:

A two-hour comprehensive final exam will be given at the end of the quarter. The date and time of the exam is as follows: **Thursday, October 16, 8:00-9:50.**

### PARTICIPATION:

Students are required to participate in all class discussions and activities. You may not start the homework during class. You may not study for another class, sleep, surf the Internet, or read a book during class.

### GRADING:

* *QUIZZES & HOMEWORK 10%*
* *LAB ASSIGNMENTS: 40%*
* *TESTS: 50%*

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| --- | --- |
| Percent of Total Points | Grade |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0-59 | F |

### WEB ADDRESS TO ACCESS YOUR PROGRESS GRADES:

Reedley College Web Site ([www.reedleycollege.edu](http://www.reedleycollege.edu)). Click on Academic Programs. Click on Micrograde and WebGrade under Other Links. Your User ID is the same as your Reedley College Student ID. I will email you your password at the end of Week 2.

<http://sc.webgrade.classmanager.com/ReedleyCollege/>

### ADA

If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

### Academic Dishonesty

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.