

Quarter 2, Fall 2011

MWF 11:00-11:50, POR-5

#51074 : 10/17-12/16

Mrs. Pam Gilmore

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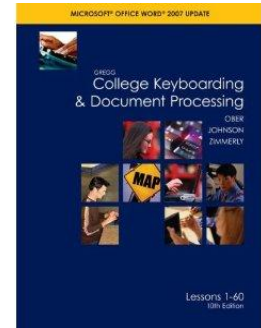
Office Hours in BE 48: Fridays, 8-11; or by appointment

**REQUIRED TEXT AND SUPPLIES:**

- Jump Drive (aka USB drive, Flash drive, Thumb drive)
- Gregg College Keyboarding and Document Processing (Custom), Ober, Edition 10

**COURSE DESCRIPTION:**

Study of formatting documents for today's electronic office. Areas of emphasis are letters, memos, reports, column layout, resumes, legal pleadings, medical reports, and other frequently used business documents.

**COURSE OUTLINE:**

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| <p>A) Formats</p> <ol style="list-style-type: none"> <li>1) Orientation to word processing</li> <li>2) Simple reports</li> <li>3) Business letters             <ol style="list-style-type: none"> <li>a) Business letters in Block Style</li> <li>b) Letters in modified-block style</li> <li>c) Personal-business Letters</li> <li>d) Business Letters on Executive Stationery</li> <li>e) Envelopes</li> </ol> </li> <li>4) Memorandums</li> <li>5) Tables             <ol style="list-style-type: none"> <li>a) Simple tables</li> <li>b) Tables with column headings</li> <li>c) Tables with number columns</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>d) Tables with totals</li> <li>6) Bulleted and numbered lists</li> <li>7) Reports             <ol style="list-style-type: none"> <li>a) Multi-page rough-draft reports</li> <li>b) Business Reports</li> <li>c) MLA Style</li> <li>d) APA Style</li> <li>e) Medical Reports</li> <li>f) Bound reports with bulleted lists</li> <li>g) Multi-page Business Letter</li> </ol> </li> <li>B) Special Formats             <ol style="list-style-type: none"> <li>1) Tables of contents</li> <li>2) Footnotes and endnotes</li> <li>3) Title pages</li> <li>4) Medical reports</li> </ol> </li> </ol> |
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**ATTENDANCE:**

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. Students leaving class before the end of class will be counted as being absent and will lose attendance points. 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. One participation point per day is earned in this course for class participation. If you do not attend class, you cannot earn the participation point for the day. 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.

STUDENTS WILL BE DROPPED FROM THIS COURSE ON THE 3<sup>RD</sup> CONSECUTIVE ABSENCE OR ON THE 4<sup>TH</sup> NON-CONSECUTIVE ABSENCE PRIOR TO THE DROP DEADLINE.

HOLIDAYS:

Friday, 11/11, Veterans' Day

Friday, 11/25, Thanksgiving Holiday

DROP DEADLINE: TBA

CLASS PARTICIPATION

This course requires class participation. Participation points will be earned on a daily basis. There are no bad questions unless they are intended to disrupt the learning process. You may not study for another class, sleep, or read a book during class. CELL PHONES AND PAGERS ARE TO BE IN SILENT-MODE. (See note regarding POP Quizzes.) CELL PHONES MUST REMAIN OUT OF SITE DURING CLASS.

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. Two tardies results in a loss of 1 participation point.

LAB ASSIGNMENTS:

The assignments in this course are completed using Microsoft Word 2007. Any errors in a student's assignment is highlighted by the GDP software. It is the student's responsibility to correct any/all errors in each assignment. Assignments will receive no credit (ZERO credit) with ANY (>0) errors. This reflects the needs of the business community. Documents may NOT be sent out to customers or constituents from a successful business; therefore, documents with errors will not be accepted for credit.

Assignments may be completed outside of class, using Microsoft Word. (There are 80 computers available in the Reedley College library.) When completing assignments outside of class, save each assignment on your jump drive. Bring it to class and input the assignment into GDP for error checking. Plagiarism (copying) will NOT be tolerated. Please see the Reedley College Student Handbook for further discussion regarding plagiarism. Being absent the day an assignment is due does not excuse you. Late assignments will not be accepted. You must contact me if you are absent.

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 or a cell phone is found to be within view 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: Monday, 12/12, 11-11:50 a.m.

### PARTICIPATION:

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

### GRADING:

- *QUIZZES & CLASS PARTICIPATION:* 10%
- *LAB ASSIGNMENTS:* 30%
- *TESTS:* 60%

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:

<http://sc.webgrade.classmanager.com/reedleycollege/>  
Your User ID is the same as your Reedley College Student ID.  
I will email you your password at the end of week 2.

### 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.