

FALL 2013

M W 11:20-1:10 BUS 41

#50546: 10/14/13-12/13/13

INSTRUCTOR: TONI ENSZ

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Office Hours: T W 9:00-10:00 and T TH 2:00-2:30 BUS 41 OR BY APPOINTMENT

Required Text and Supplies:

(Each student is required to have his or her own textbook. You will not be allowed to work from copies or share with another student)

- ✚ MICROSOFT OFFICE WORD 2010, COMPREHENSIVE CONCEPTS AND TECHNIQUES
AUTHOR: CASHMAN
- ✚ 1 GB JUMP DRIVE (FLASH DRIVE, MEMORY STICK, USB DRIVE)

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:

- A. Create documents using templates
- B. Customize paragraphs using pagination, lists, and tables.
- C. Format documents using document sections and styles.
- D. Organize multiple documents by using master and subdocument tools.
- E. Use tools to track, accept, and reject changes to documents.
- F. Perform mail merge using Word, Excel, or Access data.

COURSE OBJECTIVES:

- A. control pagination.
- B. sort paragraphs in lists and tables.
- C. create and format document sections.
- D. create and apply character and paragraph styles.
- E. create and update document indexes and tables of contents, figures, and authorities.
- F. create cross-references.
- G. Add and revise endnotes and footnotes.
- H. Create and manage master documents and subdocuments.
- I. Move within documents.
- J. Create and modify forms using various form controls.
- K. Create forms and prepare forms for distribution.
- L. Use Excel data in tables.
- M. Perform calculations in Word tables.

- N. Create, modify, and position graphics.
- O. Create and modify charts using data from other applications.
- P. Align text and graphics.
- Q. Create, edit, and run macros.
- R. Customize menus and toolbars.
- S. Track, accept, and reject changes to documents.
- T. Merge input from several reviewers.
- U. Insert and modify hyperlinks to other documents and Web pages.
- V. Create and edit Web documents in Word.
- W. Create document versions.
- X. Help protect documents.
- Y. Define and modify default file locations for workgroup templates.
- Z. Attach digital signatures to documents.
- AA. Merge letters with a Word, Excel, or Access data source.
- BB. Merge labels with a Word, Excel, or Access data source
- CC. Use Outlook data as mail merge data source.

COURSE CONTENT OUTLINE:

- A. Customizing Paragraphs
- B. Formatting Documents
- C. Customizing Tables
- D. Creating and Modifying Graphics
- E. Customizing Word
- F. Workgroup Collaboration
- G. Using Mail Merge

ATTENDANCE AND TARDIES:

- 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. Roll is taken each class period. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know before the absence. Any other absence, calling me to tell me you will be absent does not excuse you but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.
- Try not to be late for an exam. If you are late, you may take the exam up to the time the first student finishes the exam and leaves. After the first student leaves, you may not take the exam and it will count as a missed exam.
- 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. The drop date for this class is **Wednesday, November 13.**
- I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.
- In this class, you are allowed 2 absences (not necessarily consecutive) before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non-participation and 3 points for each tardy.

HOLIDAYS:

- Wednesday, November 11 – Veterans Day
- Thurs/Friday, November 28-29 – Thanksgiving break

TESTS:

- There are no make-ups 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 comprehensive final exam will be given at the end of the quarter. The final exam will be given on **Tuesday, December 10, 11-12:50.**

GRADING:

- *CLASS PARTICIPATION:* 10%
- *PROJECTS:* 60%
- *TESTS/QUIZZES:* 15%
- *FINAL EXAM:* 15%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

CELL PHONES/MP3 PLAYERS:

- Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking. I will ask you to leave class and deduct 3 points from your participation grade if you continually have your phone out during class.
- Please do not use your MP3 players in class. I will ask you to leave if you are listening to it during class. I will play music during class if appropriate.

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.

Receipt and Acknowledgement of OT 11C syllabus

I, _____ acknowledge the receipt of this OT 11C syllabus.
(Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly understand the policies regarding **Attendance, make-ups, cell phones, and Grading**, as outlined in this document.

Signature _____

Id # _____

Date _____

Phone # _____

Emergency Contact Name _____

Emergency Phone Number _____

Tell me about you. What are your interests, family, affiliations???

Are there any medical conditions you have that might be helpful for me to know?
