

SPRING 2017

TTH 1:00-2:50, CTL 1

#59607: 3/13/17 – 5/19/17

INSTRUCTOR: TIFFANY DIX

(559) 638-0300

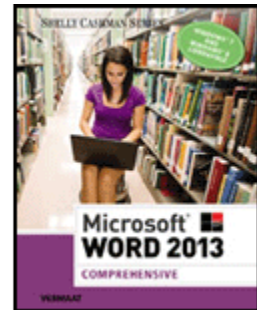
EMAIL: [tiffany.dix@reedleycollege.edu](mailto:tiffany.dix@reedleycollege.edu)

OFFICE HOURS: I do not have an office on campus; however, you may contact me at the email address listed above or text/call me anytime at **(559) 462-0234**. Please make sure you state clearly your name, class and any information necessary for communication.

## REQUIRED TEXT AND SUPPLIES:

- ✓ ENHANCED MICROSOFT OFFICE WORD 2013, COMPREHENSIVE  
**ISBN: 978-1-3057-1230-0**  
AUTHOR: VERMAAT
- ✓ 1 GB FLASH DRIVE (*JUMP DRIVE, MEMORY STICK, USB DRIVE*)

**IMPORTANT NOTE: 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.**



## 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. Use tools to track, accept, and reject changes to documents.
- E. 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 before the end of class for any reason will be recorded as a tardy and will not receive full participation points 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:

#### **TUESDAY, APRIL 18TH, IS THE FINAL DROP DATE FOR THIS COURSE!**

- 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 (*not necessarily consecutive*) absences before being dropped from the class. Roll will be taken at the beginning of each class period. Absences and tardies will affect your grade. Five points will be deducted each day of non-participation and 3 points for each tardy.
- Students are expected to be on time. Two tardies are considered 1 absence.

#### HOLIDAYS:

- Monday, April 10 through Friday, April 14 – Spring 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.
- Try not to be late for an exam. If you are late, I will still allow you to take the exam; however, you will only receive partial credit.
- You may not leave the classroom once you have been given the test. If you leave the classroom, you will need to hand in your test.

**FINAL EXAM:**

- A comprehensive final exam will be given at the end of the quarter. **The final exam will be held on Tuesday, May 16<sup>th</sup>.**

**GRADING:**

- *CLASS PARTICIPATION:* 10%
- *PROJECTS:* 60%
- *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

**ACCESSING YOUR PROGRESS GRADES:**

- Progress grades will be available via Canvas throughout the semester.

**CELL PHONES:**

- Please place your phones on vibrate before class begins. No texting or social media posting allowed in class. If you must take a phone call, please step out of the classroom when talking. If you continually use your phone during class, I will ask you to leave class and deduct 3 points from your participation grade. No earphones allowed in class.

**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.
- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. ***Cheating, in this class, is handing in the same assignment as another student as if it was your own.***
- 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 yourself...what are your interests, family, etc.???**

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

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