

FALL 2020: ONLINE
#53930: 10/12/20 – 12/11/20

INSTRUCTOR: TIFFANY DIX

COMMUNICATION POLICY

There are several ways to connect with me throughout the duration of this course:

Email: For the quickest response, please message me using the 'Inbox' tab via Canvas. This method is very efficient, and your email message will be automatically tagged with your course name/number. You may also email me at: tiffany.dix@reedleycollege.edu
Please remember to include your full name, course and any other pertinent information. I will try my best to respond within 24 hours.

(NOTE: Regular Business Hours are Monday through Friday, 9am - 5pm)

Phone: A Google voicemail line has been set up for students who prefer to communicate via phone, please call: **(559) 462-0234**. Make sure you clearly state your full name, course, and any other pertinent information. A transcript of your message will be emailed to me.
(Same 24hr. response time applies to phone messages)

Zoom: One weekly office hour via teleconference will be available for all registered students. Meeting time, link & password will be posted in Canvas 'Announcements'.

Q & A Cafe: A discussion board will be available at all times for general questions. Q & A will be monitored by me daily; however, answers may also be provided by fellow students.

REQUIRED TEXT AND SUPPLIES:

- ✚ **GREGG COLLEGE KEYBOARDING 21-120 PKG (CUSTOM), OBER**
 - ISBN 978-1-2593-7944-4
 - BOOK MUST BE NEW SO YOU GET A GDP CODE OR:
USE YOUR OT 150 CODE
- ✚ 1 GB FLASH DRIVE (JUMP DRIVE, MEMORY STICK, USB DRIVE)

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 OUTCOMES

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

1. Enhance text-based documents using current word processing software
 - a) Format text by paragraph, page, and/or document
 - b) Use text entry features of current word processing software
 - c) Use editing tools
 - d) Use writing tools
2. Recognize and format the following forms:
 - a) Business Letters in Block Style
 - b) Business Letters in Modified-Block Style
 - c) Personal-business Letters
 - d) Business Letters on Executive Stationery

- e) Memorandums
- f) Reports
 - ❖ Business Reports
 - ❖ Medical Reports
 - ❖ Academic Reports
- g) Tables
- h) Legal documents

COURSE OBJECTIVES

In the process of completing this course, students will:

- A. Learn and practice the methods to enhance text-based documents using current word processing software.
- B. Learn and practice formatting business correspondence, reports, and forms using accepted industry standards.

COURSE CONTENT OUTLINE:

- 1. Formats
 - a) Orientation to word processing
 - b) Simple reports
 - c) Business letters
 - ❖ Business letters in Block Style
 - ❖ Letters in modified-block style
 - ❖ Personal-business Letters
 - ❖ Business Letters on Executive Stationery
 - ❖ Envelopes
 - d) Memorandums
- 2. Tables
 - a) Simple tables
 - b) Tables with column headings
 - c) Tables with number columns
 - d) Tables with totals
- 3. Bulleted and numbered lists
- 4. Reports
 - a) Business Reports
 - b) Academic Reports
 - c) Medical Reports
 - d) Bound reports with bulleted lists
- 5. Multi-page Business Letter
- 6. Legal Documents

PARTICIPATION / ATTENDANCE

Participation is KEY in an online learning environment! As such, your participation score will be based on several factors, including weekly Zoom meetings, discussion board responses, homework and test submissions.

- Students will be dropped from this course as a “no-show” if they do not attend the initial mandatory Zoom meeting.
- If you decide to drop the course at any time throughout the semester, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a failing grade.

Wednesday, November 11th is the final drop date for this course!

LATE WORK / TESTS

It is very important that you pay close attention to all posted due dates as I do not allow late work of any kind. There are no make-ups for missed assignments, tests or quizzes. However, if you foresee an unavoidable situation on an upcoming test date, you may arrange to take the test early. Please contact me to discuss your specific situation, otherwise any and all late work will be marked as zero.

HOLIDAYS

- Wednesday, November 11th – Veterans Day
- Thursday & Friday, November 26th & 27th – Thanksgiving Holiday

FINAL EXAM

A comprehensive final exam will be given during the last week of the course.

Final Exam Date:

TBA

GRADING:

Class Projects	70%
Class Participation	15%
Final	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.

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.
- 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.
- **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.

**IMPORTANT! PLEASE READ:
Syllabus Receipt and Acknowledgment**

**Please submit response via Canvas
(*syllabus assignment*) acknowledging
that you have read and understand the
entire course syllabus.**