Reedley College

Course Information

- This course is Information Systems 16 Section #51370 Word Processing. This is a 9 week course which begins on January 31st, 2022.
- The class time is online using Canvas.
- This is an asynchronous class, which means we do not meet face to face and we do not meet online. The course work is posted and you as a student will complete it by the deadline.

Instructor Information

My name is Daniel Morales and I will be your instructor for the class. I have a Bachelor's Degree in Public Management and a Master's Degree in Information Systems.

Please use the Canvas Inbox tool to communicate with the me.

In addition, you can e-mail me at daniel.morales@reedleycollege.edu.

You can also call me at 559-638-0300 ext.3264 (if no answer, leave a detailed message).

In order to meet with me, use the Canvas Inbox or e-mail me and we can schedule a phone call or zoom meeting.

Textbook and Materials

- No textbook is required for this class.
- You will need Microsoft Word downloaded onto your computer. I can show you how to do this. The program is free for students. Please don't use the online version of this program because it has limited functionality and won't work for this class. Microsoft Word is mandatory and we will use it every week.
- You will need reliable internet access.
- You will need a reliable computer. A chrome book, iPad or a phone will not work when trying to complete the projects in this class. <u>Please do not use a Chrome book for this class! A Chrome Book will not work for this class!</u> Let me know if you have any issues with this.

Course Description

This course provides an introduction to word processing for the business manager. This course will include creating, editing, formatting, saving and printing documents. A number of advanced topics will be introduced. This course includes a survey of current word processing applications. ADVISORIES: English 1A or 1AH. (A, CSU)

Course Objectives

- View and navigate a document.
- Cut, copy, and paste text.
- Check spelling and grammar.
- Use tabs to align text.
- Add bullets and numbering.
- Insert and edit a table.
- Insert and edit a graphic.
- Design a data source for a mail merge.

Course Student Learning Outcomes

- Apply basic word processing formatting features to create and edit a document(s).
- Demonstrate basic word processing features to save and print documents.

- Create a research paper, multiple page reports, resume, and newsletters that includes graphics.
- Create a print merge, or mail merge in a word processing document(s).

Learning Methods
- Required reading from the book found on Canvas
- Videos
- Canvas Assignments
- Hands-on projects (lab work)
- Exams

Attendance
I will drop you if you haven't submitted the 1st weeks' work, even if you logged into Canvas during the first 2 weeks. I will also drop you if you haven't submitted work for 2 weeks in a row or if you haven't logged into Canvas for two weeks.

Readings, Assignments, Hands on Projects, and Exams
Students are required to complete assignments, hands-on projects, and exams on their own. In other words, you may not collaborate with fellow students and turn in the same project. Each student needs to work on his or her own computer. Many students have been caught cheating because they don't follow the rules.

All examinations must be completed individually. Collaborative work will not be allowed during examinations. The use of books, notes, cell phones, and other electronic devices will not be allowed during examinations, unless specifically stated by the instructor prior to the examination. Make up examinations, assignments, and hands-on projects are only granted with advanced notification.

Late work will not be accepted. If a student fails to submit an assignment or project on the day that it is due then the student will lose points for that project. No excuses will be accepted.

Due Dates
You will find all work that is due, organized into modules (folders) in Canvas.

You will have work due on the first week of class on Wednesday by 11:59 pm and every Wednesday after that. You have all day on Wednesday to work. Wednesday is over at 11:59pm.

Outcomes Assessment (approximately)

Assignments	Points
Reading Assignments	70
Projects (Hands on)	70
Review, Final Exam	40

Table 1Outcomes Assessment

The approximate total points for this class is 180 points.
Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

Drop Dates
- Friday, February 4th, for a refund
- Friday, February 11th, to avoid a "W" (in person)
- Sunday, February 11th, to avoid a "W" (on Web Advisor)
- Friday, March 11th, to avoid a "Letter Grade" (Letter grades assigned after this date)

It's each student's responsibility to drop the class if they are no longer attending or no longer interested, otherwise they risk obtaining a grade of "F" in the class.

Policies

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Eating, drinking, and smoking are not allowed in the classroom or computer labs. Cell phones must be turned off or in the silence/vibrating mode while class is in session. If you need to use your cell phone (to make/receive a call or to send a text message) please go outside of the classroom. No visitors are allowed while class is in session. A student will be subject to discipline if she or he:

- Prevents other students from pursuing their authorized curricular or co-curricular interests.
- Interferes with or disputes faculty and administrators who are fulfilling their professional responsibilities.
- Prevents classified employees from fulfilling their prescribed duties.
- Deliberately endangers the safety of persons or the security of college property.
- Violates Reedley College computers and networks usage policy.
- Violates Reedley College cheating/plagiarism policy.

Accommodations

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc...) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

Cheating

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.

You may not collaborate with fellow students and turn in the same project. Each student needs to work on their own computer. Many students have been caught cheating because they don't follow these rules.

Incidents of cheating may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, assignment, or hands-on project 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.

Class Schedule

Please check Canvas for a breakdown of each week's assignments and due dates.