FALL 2023: HYBRID
#57898 & 57901: 10/9/23 – 12/8/23
MONDAYS, 1:00 – 2:50 P.M., CTL 1
(ADDITIONAL HOURS ONLINE – TBA)

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)

Office Hours: I will be available to meet with students one-on-one daily as follows:
Mon/Wed, 9-10am, CTL 1, In Person
Tues/Thurs/Fri, 10-11am, Virtual via Zoom
(Zoom meeting link can be found on the Canvas 'Home Page')

REQUIRED TEXT AND SUPPLIES

- ❖ SIMNET 365/2019 – IN PRACTICE, NORDELL (ACCESS, EXCEL, WORD)
- ❖ ISBN: 979-1-265-84230-7
- ❖ SEE FLYER IN CANVAS FOR DETAILED REGISTRATION INSTRUCTIONS
- ❖ USB DRIVE

IMPORTANT NOTE:
Each student is required to have his or her own textbook.
Sharing textbooks with another student is not allowed.

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

PARTICIPATION / ATTENDANCE

Participation is KEY in an online learning environment! As such, your participation score will be based on several factors, including weekly class 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 face-to-face meeting on Monday, October 9th.
- 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.

<p style="text-align:center"><strong style="color:red">Wednesday, November 8th is the final drop date for this course!</p>

HOLIDAYS
- Friday, November 10 – Veterans Day
- Thursday & Friday, November 23 & 24 – Thanksgiving Holiday

LATE WORK / TESTS

It is very important that you pay close attention to all posted due dates throughout the semester; however, I understand that sometimes life happens! As such, all late submissions will receive a reduction in points at a rate of 10% per day late. Caution: While I do offer this late work option, please try to use it sparingly! Your grade will be drastically affected if you turn in too many late assignments or tests.

FINAL EXAM

A comprehensive final exam will be given during the last week of the course.
Final Exam Date:
TBA

GRADING

- *CLASS PARTICIPATION:*   *20%*
- *PROJECTS:*   *50%*
- *QUIZZES:*   *20%*
- *FINAL EXAM:*   *10%*

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.

- 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.

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.