

## OT-11A-55668: MICROSOFT WORD SYLLABUS

<b>Semester:</b> Spring 2023	<b>Department:</b> Office Technology
<b>Location:</b> Reedley Hybrid, Sanger Community Campus ARR (Lecture)	<b>Instructor:</b> Cuevas- Moreno, Maricarmen
<b>Thursday:</b> 6:00 PM - 7:50 PM	<b>Email:</b> <a href="mailto:maricarmen.cuevas.moreno@reedleycollege.edu">maricarmen.cuevas.moreno@reedleycollege.edu</a>
<b>Course Dates:</b> 01/09/2023 - 03/10/2023	Office Hours: Virtual Office Hours by Appointment Only
<b>Credits: 0</b>	
<b>Grading:</b> Pass/ No Pass	

**Requisites:** None

**Transfer Status:** None

### **Catalog Course Description:**

This course is designed for the student who wishes to enter the workforce with an understanding of the basic operations of word processing using Microsoft Word. Topics will include creating, editing, formatting, saving, and printing documents. The student is expected to complete assignments outside of class.

### **Additional Information**

(Sanger Adult School. This is a hybrid class, where there is a carefully planned blend of both traditional classroom instruction and online learning activities. There will be some online class instruction hours and/or requirements that you need to complete outside of class. Please contact your instructor for more information.)

### **Required Course Material:**

#### **LSC REEDLEY COLL OT 001: AC SI (CUSTOM)**

SIMNET 365/2019 – IN PRACTICE, NORDELL (ACCESS, EXCEL, WORD)

SEE FLYER IN CANVAS FOR DETAILED REGISTRATION INSTRUCTIONS

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

**ISBN:** 9781265842307

**Author:** Nordell

**Publisher:** McGraw-Hill

**Course Objectives:**

1. apply font and text effects
2. insert, modify, and move text in new documents as well as existing documents
3. save documents using different names and file formats
4. manage files and folders for documents
5. apply bullet, outline, and numbering format to paragraphs
6. correct spelling and grammar usage
7. apply and modify text formats
8. create and modify tables
9. set and modify tabs
10. insert images and graphics
11. create and modify a header and footer
12. modify document layout and page setup options
13. modify paragraph formats
14. apply character styles
15. create documents using templates

**Course Outcomes:**

<b>OT-11A SLO1:</b>	<b>apply appropriate formats to a document.</b>	Expected SLO Performance: 70
<b>OT-11A SLO2:</b>	<b>create an original document.</b>	Expected SLO Performance: 70
<b>OT-11A SLO3:</b>	<b>insert images and graphics into documents.</b>	Expected SLO Performance: 70
<b>OT-11A SLO4:</b>	<b>manage document files and folders.</b>	Expected SLO Performance: 70

<b>OT-11A SLO5:</b>	<b>open and edit an existing document.</b>	Expected SLO Performance: 70
<b>OT-11A SLO6:</b>	<b>save and print documents.</b>	Expected SLO Performance: 70

### **Course Outline:**

- A. Inserting and modifying text
- B. Creating and modifying paragraphs
- C. Formatting documents
- D. Managing documents
- E. Working with graphics
- F. Workgroup collaboration

### **Lab Outline**

- A. Inserting and modifying text
- B. Creating and modifying paragraphs
- C. Formatting documents
- D. Managing documents
- E. Working with graphics
- F. Workgroup collaboration

### **Academic Integrity:**

Students must exhibit professional classroom behavior. Students play an important role in establishing and maintaining a positive learning environment. Students are expected to demonstrate proper classroom behavior and adhere to basic classroom etiquette such as turning off mobile communication devices before class.

Active class participation requires you to come to class and be prepared to work.

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 is playing 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 is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, and expulsion from the college.

**Emails must contain at least the following information:** your name, which class you are in (OT-11A), and the subject of your message in the subject line of the email (e.g. Question about Homework Assignment). Emails that do not contain the above identifying information may be deemed spam/junk and may be inadvertently deleted.

### **Late Work Policy:**

Late work will not be accepted. These policies are designed to help you stay on track, have meaningful participation, and success in the course. If you know in advance that you have a time conflict with due dates for any assignments as well as exam dates, please let me know immediately, so we can make proper arrangements. Any supporting document (e.g., hospitalization, jury duty, military service etc.) shall be present to arrange outside of the time it is being offered.

### **Disabled Students Programs & Services (DSP&S):**

DSP&S provides instruction and services to students with disabilities that are designed to increase access to Reedley College instructional programs. Students with verified disabilities that result in educational limitations may receive services through the DSP&S program to assist them in their educational endeavors at the college. Services include specialized instruction, testing accommodations, notetaking, electronic text, other forms of alternate media, ASL interpreting, adaptive equipment, mobility assistance, specialized educational counseling and planning, priority registration, and specialized tutoring.

### **Accessibility:**

Federal and state regulations require that all online course materials must be made available in accessible electronic format. • The district, the college, the Office of Instruction, the DSPS office, the Office of Innovation, Technology Services, and instructor is aware the course must be in compliance with requirements regarding EIT (Electronic and Information Technology) pursuant to Section 508 of the Rehabilitation Act and provisions of California

Government Code Section 11135. • The district, the college, the Office of Instruction, the DSPS office, the Office of Instructional Innovation and instructor agree to provide course content in an accessible electronic format. If you need support in creating accessible content contact the Office of Instructional Innovation at 559-638-0300 ext. 3152. • Online courses are required to follow federal regulations that ensure equitable rights and opportunities to individuals with disabilities. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities within institutions that are federally funded. Unlike Section 508, which requires course content be created in accessible format, the ADA and Section 504 require instructors to provide academic adjustments and auxiliary aides to students with disabilities if approved by the institution’s DSP&S office and/or ADA Coordinator. This is applicable, in both, face-to-face and online courses.

**Course Evaluation:**

Participation 20%  
 Quizzes 20%  
 Project 50%  
 Exam 10%

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

**Tentative Schedule (Subject to Change)**

Dates	Chapters	Assignments & Exams
01/12/23	Chapter 1	Intro
01/19/23	Chapter 1	
01/26/23	Chapter 2	

02/02/23	Chapter 2	
02/09/23	Chapter 4	
02/16/23	Chapter 4	
02/23/23	Chapter 5	
03/02/23	Chapter 5	
03/09/23	Final Exam	
03/10/23	<b>All Homework Due</b>	<b>Last Day of Course</b>