

Advanced Word Processing and Desktop Publishing

OFADM 232, Section 4161

Fall 2017

Instructor:	Mrs. Nancy Backlund
Day/Time:	Online in Canvas (https://modesto.instructure.com/)
Office:	Founders Hall 120C
Office Hours:	Mon./Wed. 8-9 a.m.; Tue. 9-11 a.m.; Thur. 11:15 a.m.-12:15 p.m.; and by appt.
Phone:	209-575-6497
E-mail:	Contact me through Canvas mail (for non-class-related questions, use backlundn@mjc.edu) <ul style="list-style-type: none">• Describe your issue fully, and if possible, list a contact telephone as it is often easier to talk someone through an issue than to reply to an e-mail.• I attempt to answer e-mail within 24 hours. If for some reason you do not hear back from me, please resend your e-mail. Technology can be shaky, and e-mails can be delayed for a variety of reasons. If you would prefer, leave me a telephone message, and I should get that rather quickly.
Web Page:	http://backlundn.faculty.mjc.edu/
Catalog Description	Application of advanced word processing techniques and procedures including those features relating to desktop publishing. For students who are already knowledgeable in word processing software.
Recommended For Success	Recommended for Success: Before enrolling in this course, students are strongly advised to satisfactorily complete CSCI 224 or OFADM 231, or have strong prior knowledge of word processing software.
Student Learning Outcomes	Upon completion of the course, the student will be able to: <ul style="list-style-type: none">• Demonstrate advanced features of word processing software to create newsletters, brochures, or flyers while incorporating the use of specific typographical and design elements.• Evaluate the basic design features of a document for effectiveness and purpose, and revise as necessary.• Provide alternate document layouts for change in emphasis.
Textbook	<i>Benchmark Series: Microsoft Word 2016: Desktop Publishing</i> , 1st edition, Roggenkamp, Rutkosky, and Arford bundled with workbook. ISBN: 9780763876173 (MJC bundle) Paradigm Publishing ©2018
Software	Microsoft Office 2016 (I have not used the Mac 2016 version, but it is supposed to be similar to the PC version.) If you attempt to use an earlier version of Word, you may encounter differences in themes and styles which will lose points on assignments. Office 365 is available for download to all MJC students. More information can be found at www.mjc.edu/general/software . If preferred, you can purchase a download of the Microsoft Office 2016 suite for \$39.99 is www.collegebuys.org . The CD version is \$10 more.

Computer Use	<p>If needed, computer labs on campus are available for your use for the course.</p> <p>A list of MJC computer labs can be found at this location: http://www.mjc.edu/instruction/library/labs.php</p>
Help Desk	<p>The Student Online Help Desk can be reached for technical assistance with Canvas at 575-7900.</p>
Attendance and Expectations	<p>You are expected to spend a minimum of 10 hours a week on the course. You need to log in a minimum of <u>three</u> times throughout the week to check for new assignments, quizzes, or announcements.</p> <p>Normally, all requirements for the week will be listed at the start of the week (Sunday), but there may be a need for additional information during the week. Checking in later in the week will allow you to see any updates that may occur as well as access quizzes and exams that may start later in the week.</p> <p>**To maintain enrollment in the course, you must submit work weekly. During the first week, <u>you need to submit the weeks' assignments AND participate in the discussion to avoid being dropped.</u> After Week 1, if you miss more than one week's work, I encourage you to notify me so that we can discuss possibilities in getting you back on track. If there is a two-week period where a majority of assignments have not been submitted and no communication has occurred, you could be dropped from the course. Missing more than one week's work can seriously jeopardize your grade in the course as it affects not only the assignment score, but your portfolio score.</p> <p>Also, if you have not submitted 70% of the homework near the halfway point of the semester, you may be dropped.</p> <p>If you need special accommodations for the course, the Disability Services web page offers contact information that may be of help: http://www.mjc.edu/studentservices/disability/</p>
Assignments, Quizzes, and Exams	<p>You need to be at least an <u>intermediate-level-user of Word 2007-2013</u> to be successful in this course. There will be three tests plus the final during the semester. A portfolio will be created and submitted throughout the course.</p> <p>Textbook Assignments: Assignments will be given on a weekly basis (weekly modules and assignments open Friday of each week). All work must be submitted by 11:59 p.m. on the following SUNDAY. <u>Assignments</u> submitted after 11:59 p.m. on the Sunday due date will be accepted for half credit through the following Wednesday. After that point, late work will not be accepted.</p> <p>Quizzes: There will be a timed quiz on every chapter. The entire week is given for completion of the quiz (no make-ups or late submissions.) Two attempts on each quiz are allowed—the scores will be averaged.</p> <p>Exams: Two exams are scheduled to occur in Weeks 5 and 15 and will consist of objective questions and hands-on assignments. A missed exam <u>may not</u> be made up. Exam announcements are made in advance of scheduled exam periods, and you are expected to make arrangements during that week.</p> <p>Projects: Both an independent project and group project will be assigned. It is important that you take the time to complete both projects by their due dates. Specific information will be given prior to their due dates.</p>

Academic Integrity

Cheating or plagiarism demonstrates a failure to complete the most basic requirement of any course. Thus, the instructor may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course. The instructor may also consider that a student's violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the College. Disciplinary action for violating academic integrity is administered through the office of the Vice President of Student Services under Board Policy 5007 (Student Code of Conduct).

You are expected to have read and understood the Student Rights and Responsibilities section of the *MJC 2016-2017 Catalog* on **pages 363-370**. This would include Standards of Student Conduct & Behavior as well as Maintaining Academic Integrity.

You must do your own work! As stated in the MJC Catalog:

The grading of a student's work rests on the fundamental idea that an instructor is evaluating a student's own work, so cheating or plagiarism demonstrates a failure to complete this most basic requirement of any course. Thus a faculty member may administer academic consequences for violating the Academic Integrity Policy ranging from partial credit to an F on the assignment or exam.

Attempting to submit an assignment that is not entirely your own work or one that has been altered to appear as your own will receive a failing grade and may face disciplinary measures such as being removed from the course or failing the course. If you share a computer with someone, you will need to save your work to your own media storage location (pen drive, etc.) Quizzes and exams are to be taken independently.

Grading

The course grade is based on the following:

Assignments	30%	A	90% - 100%
Objective Exams	10%	B	80% - 89%
Hands-on Exams	15%	C	70% - 79%
Quizzes	10%	D	60% - 69%
Portfolio/Proj.	20%		
Final	15%		