

# BEGINNING WORD PROCESSING

OFADM 330, Section 6765

Spring 2018

<b>Instructor</b>	Mrs. Nancy Backlund
<b>Day/Time</b>	Online in Canvas ( <a href="https://modesto.instructure.com/">https://modesto.instructure.com/</a> )
<b>Office</b>	Founders Hall 120C
<b>Office Hours</b>	Monday through Thursday, 8 – 9:15 a.m. and by appt.
<b>Phone</b>	575-6497
<b>E-mail</b>	Contact me through Canvas mail (for non-class-related questions, use <a href="mailto:backlundn@mjc.edu">backlundn@mjc.edu</a> ) <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>
<b>Web Page</b>	<a href="http://backlundn.faculty.mjc.edu/">http://backlundn.faculty.mjc.edu/</a>
<b>Catalog Description</b>	Introduction to the use and capabilities of word processing software with hands on experience in creating, revising, and printing documents. Course designed for initial exposure to word processing.
<b>Recommended for Success</b>	Beginning keyboarding or equivalent is recommended for success (30 wpm). Students who need keyboarding should inquire about a short, open-entry course (OFADM 301) for beginning keyboarding. Students who have completed OFADM 256 should enroll in OFADM 231.
<b>Student Learning Outcomes</b>	Upon completion of the course, the student will be able to: <ul style="list-style-type: none"><li>• Demonstrate the use of word processing formatting features</li><li>• Identify, list, and describe the uses of word processing.</li><li>• Demonstrate knowledge of effective use of tabs within a document.</li></ul>
<b>Textbook and Materials</b>	<i>Benchmark Series, Microsoft Word 2016</i> , Rutkosky; SNAP code and workbooks included in <a href="#">bundle</a> --ISBN: 9780763875626  The textbook is <u>required</u> the first week.  <b>A SNAP online access code is required to complete weekly, graded, assignments in the class.</b> The <u>textbooks in the MJC Bookstore are bundled <i>with</i> the SNAP code.</u> DO NOT purchase a used book—it will not come with the necessary components. (This text bundle can be used in the next course in the sequence, OFADM 231, Intermediate Word Processing. The course can be taken in the spring semester.)
<b>Software</b>	<b>Microsoft Office 2016</b> (PC version). <u>Any other alternative software file type will result in a zero grade for any submitted assignment.</u> If you attempt to use an earlier version of Word, you will note deficiencies, mainly in the themes and styles. If you cannot complete assignments according to the directions due to an incorrect version, you will lose substantial points. Mac users may encounter differences in steps and available themes.

	Office 365 is available for download to all MJC students. More information can be found at <a href="http://www.mjc.edu/general/software">www.mjc.edu/general/software</a> .
<b>Computer Use</b>	If needed, computer labs on campus are available for your use for the course. A list of MJC computer labs can be found at this location: <a href="http://www.mjc.edu/instruction/library/labs.php">http://www.mjc.edu/instruction/library/labs.php</a>
<b>Help Desk</b>	The Student Online Help Desk can be reached for technical assistance with Canvas at 575-7900.
<b>Attendance and Expectations</b>	<p>You are expected to spend a minimum of 10 hours a week on the course. You need to log in a <b>minimum</b> 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 (Friday), 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><b>**To maintain enrollment in the course, you must submit work weekly. During the first week, <u>you need to submit the assignments by their due dates 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 will affect a variety of grading areas.</b></p> <p>Also, if you have not submitted 70% of the homework near the halfway point of the semester, you may be dropped due to non-participation.</p> <p>If you need special accommodations for the course, the Disability Services web page offers contact information that may be of help: <a href="http://www.mjc.edu/studentservices/disability/">http://www.mjc.edu/studentservices/disability/</a></p>
<b>Assignments, Quizzes, and Exams</b>	<p><b><u>Textbook Assignments:</u></b> Assignments will be given on a weekly basis (weekly modules and assignments open on Friday of each week). All work must be submitted by <b>11:59 p.m.</b> on the following <b>SUNDAY</b>. <u>Assignments</u> submitted after 11:59 p.m. on the Sunday due date will be accepted for <b>half credit</b> through the following Wednesday. After that point, late work will not be accepted.</p> <p><b><u>SNAP Assignments:</u></b> SNAP activities will be assigned each week and must be completed in the week assigned. (<b>No make-ups or late submissions.</b>)</p> <p><b><u>Quizzes:</u></b> There will be a timed quiz on every chapter. The entire week is given for completion of the quiz (<b>no make-ups or late submissions.</b>) Two attempts on each quiz are allowed—the scores will be averaged.</p> <p><b><u>Exams:</u></b> Three exams are scheduled to occur in Weeks 6, 11, 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>
<b>Academic Integrity</b>	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 2017-2018 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 zero grade, and you may face disciplinary measures. 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	35%	A	90 -100%
Quizzes	10%	B	80 - 89%
Hands-on Exams	15%	C	70 - 79%
Objective Exams	10%	D	60 - 69%
Discussions/SNAP	15%		
Final	15%		