Instructor: Mrs. Nancy Backlund
Day/Time: Online (https://yccd.blackboard.com/)
Office: FH 120C
Office Hours: Mon./Wed. 9-11 a.m.; Tue. 10:30-11:30 a.m.; and by appointment
Phone: 209-575-6497
E-mail: Contact me through Blackboard mail (non-class-related questions backlundn@mjc.edu)
• 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 satisfactorily complete 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:
• Demonstrate advanced features of word processing software to create newsletters, brochures, and flyers while incorporating the use of specific typographical and design elements.
• Evaluate and revise poorly designed desktop publishing.
• Compile a variety of desktop publishing documents for use in interviewing with a prospective employer.

Textbook
Signature Advanced Microsoft Word 2013 Desktop Publishing
Paradigm Publishing ©2014
Joanne Arford
ISBN: 978-0-76385-211-5 (textbook w/cd) $130.57 on publisher’s web site;

Software
Office 2013

Microsoft Word 2013 (PC version) is to be utilized to complete a majority of the assignments. Any other alternative software file type will result in a zero grade for any submitted assignment. 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 are not recommended to take this course unless you utilize the PC version Office on your computer.
A possible site to purchase a download of the Microsoft Office 2013 suite for $39.99 is [www.collegebuys.org](http://www.collegebuys.org). The CD version is $10 more.

Another option is a 180-day Office trial certificate available in the MJC Bookstore. The price is $19. The certificate is included in your book bundle if you purchase from the MJC Bookstore. It works only if you have not used a prior trial version of Office 2013.

If needed, computer labs on campus are available for your use for the course. Due to the newer version, you may have difficulty finding the software in certain labs.

The Student Online Help Desk can be reached for technical assistance with Blackboard at 575-6412.

You are expected to spend a minimum of 10 hours a week on the course. You need to log in at least a minimum of three times throughout the week to check for new assignments, quizzes, or announcements.

Normally, all requirements for the week will be listed at the start of the week (Monday), 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.

**To maintain enrollment in the course, you must submit work weekly. During the first week, you need to submit the weeks’ assignments AND participate in the discussion to avoid being dropped.** 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.

Also, if you have not submitted 70% of the homework near the halfway point of the semester, you may be dropped.

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/current/resources/support/dsp/index.html](http://www.mjc.edu/current/resources/support/dsp/index.html)

There are documents and other assignments to be completed or evaluated every week as well as quizzes on the materials being learned. You need to be at least an intermediate-level-user of Word 2007-13 to be successful in this course. There will be three tests plus the final during the semester. A portfolio will be created and submitted during the course.

**Assignments:** Assignments will be given on a weekly basis (weekly lectures and assignments open early Monday of each week). All work must be submitted by **11:59 p.m.** on the following **SUNDAY**. Assignments submitted after 11:59 p.m. **WILL NOT** receive any points nor be graded. There may be exceptions to these times, and they will be handled individually.

**Quizzes:** There will be a timed quiz each week on every chapter. The entire week is given for completion of the quiz (no make-ups.) A special software program, the Lockdown Browser, must be used for quizzes and exams.
Exams: A missed exam may not be made up. Exam announcements are made in advance of scheduled exam periods, and you are expected to make arrangements during the block of time (usually four days) to complete the exam and required documents.

Exams will be in Weeks 4, 8, 11, and 15 and will consist of objective questions and/or hands-on assignments.

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 2014-2015 Catalog on pages 323-330. 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.

The course grade is based on the following:

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<thead>
<tr>
<th>Category</th>
<th>Weight</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>25%</td>
<td>A     90% - 100%</td>
</tr>
<tr>
<td>Exams</td>
<td>20%</td>
<td>B     80% - 89%</td>
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<tr>
<td>Quizzes</td>
<td>20%</td>
<td>C     70% - 79%</td>
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<tr>
<td>Portfolio</td>
<td>15%</td>
<td>D     60% - 69%</td>
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<td>Final</td>
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