**BEGINNING WORD PROCESSING**

OFADM 330, Section 7234  
Spring 2015

**Instructor**  
Mrs. Nancy Backlund

**Day/Time**  
Online (https://yccd.blackboard.com/)

**Office**  
Founders Hall 120C

**Office Hours**  
MW 7:30-8 a.m. and 11:15 a.m.-12:45 p.m.; TTh 9-9:30 a.m.; and by appt.

**Phone**  
575-6497

**E-mail**  
Contact me through Blackboard mail (for non-class-related questions, use 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**  
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.

**Recommended for Success**  
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 CMPSC 201 or 202 or OFADM 356 should enroll in OFADM/CMPSC 231.

**Student Learning Outcomes**  
Upon completion of the course, the student will be able to:
- Demonstrate the use of word processing formatting features when creating and/or editing a business document.
- Identify, list, and describe the uses of word processing.

**Textbook and Materials**  

The textbook is required the first week.

A SNAP online access code is required to complete a portion of the class. The textbooks in the MJC Bookstore are bundled with the SNAP code. If you purchase a used book, you will need to purchase a SNAP code separately. A code (ISBN: 978-0-76385-522-2) can be purchased online ($99.91) at http://paradigm.emcp.com/snap-training-and-assessment-2013.html

If you purchase a used book, data files will be available in the course through Blackboard.

The textbook can be used in the next course in the sequence, OFADM 231 Intermediate Word Processing. OFADM 231 is offered online every semester.

**Software**  
Microsoft Word 2013 (PC version) is to be utilized to complete 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. The CD version is $10 more.

Founders Hall 114 is the only lab on campus that has Office 2013. You may also use Founders 131 as long as there are open seats.

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 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 assignments by their due dates 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 will affect a variety of grading areas.

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.

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/

**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.

We will cover one chapter per week (Chapters 1-15). Exams occur in Weeks 5, 10, 14, and 16 and will consist of objective questions and 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>Component</th>
<th>Weight</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>35%</td>
<td>A 90-100%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td>B 80-89%</td>
</tr>
<tr>
<td>Hands-on Exams</td>
<td>15%</td>
<td>C 70-79%</td>
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<tr>
<td>Objective Exams</td>
<td>10%</td>
<td>D 60-69%</td>
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<tr>
<td>Discussions/SNAP</td>
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<td>Final</td>
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