Syllabus

OFT 220 – Advanced Word and Information Processing

Fall 2016

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Office Hours:  
Monday 4:15-5:45 p.m.  
Tuesday 3:30-4:30 p.m.  
Wednesday 1:00-2:30 p.m.  
Thursday 10:30-11:30 a.m.

Course Description

In this second-level course, students learn the more advanced skills and concepts of word processing to create and format all types of documents, such as letters, memos, Web pages and reports. Hours: 39 lecture. Prerequisite: OFT 155 with a grade of “C” or better or permission of the department head. Laboratory fee: $15. Usually offered in the fall and spring.

Course Materials:

- Textbook bundle:
  - SAM 2013 Assessment, Training and Projects.

- Access to a personal computer (home, school or office) with the following:
  - Windows 7 or higher operating system.
  - Web browser that meets minimum requirements for Blackboard and SAM. This includes most current popular browsers such as Chrome, Firefox, Internet Explorer, and Safari.
  - An Internet connection (high-speed) with up-to-date Flash Player installed.
  - Microsoft Word 2013 or Office 365 subscription. As a student of Wor-Wic, you can get a free subscription to Office 365 which contains all the software needed for this class and can be downloaded onto multiple devices. Look on the Help Center tab of the myWor-Wic portal for the document titled Microsoft Office Pro FREE for Current Credit Students. For assistance, visit HH 100, FOH 305, GH 204, or AHB 108 or call technology support: 410-334-2870.
  - Adobe Acrobat Reader is needed to open many course instruction files.

- Blackboard login: Blackboard is being used as the learning management system for online courses at Wor-Wic and as such will host all course interaction. To access Blackboard, you need access to a computer with an Internet connection and compatible web browser. Other tools may also be required to open course files such as documents, audio, and video.

- Computers that meet these last two requirements are available on campus in FOH 205, AAB 217, HH 100, and GH 204. If you need assistance with assignments go to FOH 205 as there may be an instructor on duty you can ask for help.

- Textbook web site: Students are encouraged to go to the textbook website for data files and study tools. Go to cengagebrain.com, enter the textbook ISBN, click Free Materials tab (near the bottom), and then Access Now.
**Course Objectives and Assessment Goals:**

Upon successful completion of this course the student will be able to:

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Goals</th>
<th>Assessment Strategies</th>
</tr>
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</table>
| **1. Generate Form Letters, Mailing Labels, and Directories**              | a. Mail merge process  
 b. Sorting records  
 c. Create mailing labels  
 d. Create directories  
 e. Work with shapes and drawing canvas |
| GEO 5*                                                                     |                                                                                              | Graded assignments  
 Competency exams  
 Final exam |
| **2. Create a Professional Newsletter**                                   | Creating a newsletter using:  
 a. WordArt  
 b. Borders and Shading  
 c. Inserting a symbol  
 d. Floating vs. Inline Objects  
 e. Columns  
 f. Section Breaks  
 g. Vertical Rules  
 h. Pull-Quotes  
 i. Text Box  
 j. Split Windows  
 k. SmartArt Graphics  
 l. PDF Format |
| GEO 1, 5*                                                                  |                                                                                              | Graded assignments  
 Competency exams  
 Final exam |
| **3. Working with Document Sharing Tools, a Master Document, a Table of Contents, and an Index** | a. Using Reviewing documents skills  
 b. Prepare a document to be included in a Reference Document  
 c. Working with a Master Document  
 d. Organizing a Reference Document |
| GEO 1, 5*                                                                  |                                                                                              | Graded assignments  
 Competency exams  
 Final exam |
| **4. Creating an Online Form**                                             | a. Saving a document as a Template  
 b. Changing document settings  
 c. Entering content in the Online Form  
 d. Working with an online form |
| GEO 1, 5*                                                                  |                                                                                              | Graded assignments  
 Competency exams  
 Final exam |

*GEO = General Education Objective. A description of each objective is available in the College Catalog.*

**Grading and Evaluation**

Here is how your grade will be determined:

<table>
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<tr>
<th>Weights</th>
<th>Scale</th>
</tr>
</thead>
</table>
| Graded Assignments: (Learning activities, quizzes, projects, unit exercises) | 30% A: >=89.5  
 B: >=79.5 and < 89.5%  
 C: >=69.5 and < 79.5%  
 D: >=59.5 and < 69.5%  
 F: < 59.5% |
| Competency Exam:                             |                                                |
| Electronic Assignment (EA):                  |                                                |
| Discussions:                                 |                                                |
| Final Exam:                                  |                                                |

**Learning Activities:** Can include reading, audio/video, practice quizzes and more. Many learning activities require the completion of step-by-step activities that teach students new skills.

**Quizzes:** Are based on learning assignments and assess student learning of terms, concepts, screen components, and skills. Students typically have two attempts at each quiz with the ability to create a study guide after the first attempt.

**Projects:** Step-by-step activities to create or modify documents using actual applications. These are submitted to SAM for grading. Students typically have two attempts at each project with the ability to create a grade report after the first attempt.
**Unit Exercises:** Step-by-step and free-style generation of files using actual applications and submitted to instructor for grading. These typically consist of end-of-unit exercises and are submitted through Blackboard. Students usually have only one attempt at unit exercises.

**Electronic Assignment (EA):** Students will be required to write a short article on a topic related to technology, computers, or the Internet. Students will be given specific instructions, guidelines, and grading criteria during the semester.

**Discussions:** Class interaction activities that require students to read and respond to instructor prompts as well other students in the class. Grading Rubric:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Levels of Achievement</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Level 1</td>
</tr>
<tr>
<td>Answered each question or addressed each issue in the prompt</td>
<td>(0 to 1 points)</td>
</tr>
<tr>
<td>Made insightful comments</td>
<td>(0 points)</td>
</tr>
<tr>
<td>Responded to another student</td>
<td>(0 points)</td>
</tr>
</tbody>
</table>

**Final Exam:** The final is a comprehensive exam that will consist of quiz questions to assess specific knowledge and skills as well as completion of project(s) using the actual application.

**Late Assignments Policy:**

All late assignments must be turned in within one week of the assigned due date. A late penalty of 20% deduction will be applied after grading (Example: a score of 85% will reduce to 65%). Late work will not be accepted after the one-week allotment. Late work will not be accepted beginning the week before final exams. Students must notify the instructor when they have completed/submitted late work in SAM.

**Academic Honesty Policy (GEO 9)**

Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic's Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

Plagiarism. The presentation of seemingly-original work that is derived in whole or in part from an existing source without properly citing the source of the material.

Cheating. The intentional use or attempted use of unauthorized materials, information or study aids, or unethical collaboration in any academic exercise. Common forms of cheating include, but are not limited to, the following: Having another person write a paper or presentation or a substantial portion of a paper or presentation; Submitting another’s project as one’s own; and Using any electronic device to obtain, provide or assist with
answers on a quiz, test or examination.

**Facilitating Academic Dishonesty.** Giving intentional assistance to another student in committing an act of academic dishonesty. Common forms of facilitating dishonesty include, but are not limited to, the following: Completing an examination or project for someone else; Permitting another student to copy one's work; and Furnishing another student with unauthorized information during an examination, including the use of electronic devices.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to assignments. Students may not work with others to obtain solutions to graded assignments. Such collaboration constitutes cheating. A student may not use or copy another’s work/files (or portions of it) and represent it as his/her own.

### Course Orientation

An orientation module will be available in your course in Blackboard. You must complete the course orientation during the first week of class. The course orientation is **not** a lesson in Blackboard. If you are new to online classes or Blackboard, you can:

- access the Blackboard Student Orientation class on the My Blackboard tab or on the global menu in Blackboard
- attend one of the on-campus Distance Education orientation sessions
- make an appointment with your instructor or the Blackboard Administrator.

### Course Guidelines

**Student Responsibility:** The responsibility for obtaining and completing all work rests solely upon the student. All assignments are to be submitted to the instructor through Blackboard or SAM by the dates provided in the assignment schedule.

Online learning requires a high degree of self-motivation. Students should be comfortable with computers before enrolling in an online class. Basic keyboarding, email and Internet skills are necessary for success. The online section is designed for students who are able to read and understand the textbook on their own, and manage their time wisely.

Students who need more basic computer instruction may consider adding CMP 100 – Introduction to Computers. Students who need typing skills may consider adding OFT 103 - Keyboarding. Both CMP 100 and OFT 103 are self-paced, one-credit courses.

**Course Participation/Communication:** Students are expected to communicate on a regular basis. A minimum login schedule would be three times a week to do the following:

a) check for new announcements and messages  
b) complete and submit the assignments for the week, and  
c) check the assignment schedule to be aware of what will be due the following week.

Communications will occur primarily through online discussions regarding the course topics and through Blackboard email. However, your instructor may request or require you to use other tools for communicating such as chat, whiteboard or other tools that may become available. Comments and grades will be available from the instructor through Blackboard. You can contact the instructor through Blackboard email, by telephone, and in person by appointment. The instructor will log on to Blackboard Monday-Friday to check for messages and submitted assignments. The student should allow 48 hours for a response. Fellow classmates can be contacted through Blackboard messages or via the appropriate discussion forum.
**Technology:** Technology is not always reliable; therefore, count on problems with computers and plan your assignments accordingly. Technical problems are not an excuse for late work. The student is responsible for contacting the appropriate technical support and attempting to resolve any issues. The instructor may also be notified of technology related problems or questions.

**SAM Assessment, Training, and Projects (access code included with book):** SAM is the assessment and training software used throughout this course. Using this software, students will complete quizzes and exams as well as practice and training exercises and projects using the actual applications. The assessments and training activities are delivered in a simulated environment where students can hone specific skills without needing to have MS Word installed on their computer. SAM Projects give students the opportunity to work in the actual application and after submitting their work to the SAM grading engine, get near instant feedback. The SAM access code included with the textbook is mandatory for this class and will provide students with access to all SAM training, quizzes, projects and exams. All SAM work is automatically sent to the instructor but the instructor does not get notification of completion. Therefore, students who complete late work in SAM, must e-mail the instructor with the name of the assignment that was completed late.

**Competency Exams:** Students are expected to take all exams as scheduled. Since exams are available for a period of one week or more and the dates are specified in the assignment schedule, students are expected to adjust any conflicts to accommodate this schedule. Known conflicts that cannot be rescheduled should be discussed with the instructor at least one week prior to the beginning of the exam period.

Students who cannot take a competency exam as scheduled because of unexpected circumstances must notify their instructor before the end of the exam period. On approval from the instructor, students will have one week after the due date to take the exam for partial credit (late penalty will be applied).

All exams must be made up within one week of the due date. All missed exams will have a zero recorded for the grade. There is no makeup for the final exam. It must be taken as scheduled.

Students who miss an exam due to serious illness or compelling, unexpected circumstance, should discuss it with the instructor and be prepared to provide documentation (i.e. doctor’s note, police report, court document).

There are three proctored competency exams which must be taken on-campus (or at approved testing facility): Chapters 1-2, Chapters 3-4, and a comprehensive Final. On-campus testing will take place in the Testing Center, room BH 226. Students who reside outside of the tri-county area may make arrangements for off-campus testing within the first week of class. Please see Wor-Wic’s “Off-Campus Testing” procedures available on the Wor-Wic web site. To take any exam you must:

- complete the SAM account initial login
- bring your SAM account information (username and password)
- do NOT bring your electronic devices – you will not be allowed to keep them with you in the testing center.

You will not be able to use resources during testing.
Other College Notices

Academic Integrity and Computer Usage

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

Emergency Information Statement

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.

Services for Students with Disabilities

Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2899. For more information, see Wor-Wic's Services for Students with Disabilities web page.

Technology Resources

The Wor-Wic Technology Resources web page contains helpful links including:

- Help guides for user account management, Blackboard, myWor-Wic, and more
- Sign up for e2Campus to receive important campus alerts
- Location and hours of Computer Labs and Resource Centers

By using technology resources provided by Wor-Wic, you agree to abide by the Acceptable Use of Technology Resources policy. Please review this document.
# OFT 220 Assignment Schedule Fall 2016

Complete instructions for each assignment are located in Blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Learning Activities</th>
<th>Graded Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1: 9/7-9/13</td>
<td><strong>See weekly instructions in Blackboard for an official list of assignments each week.</strong></td>
<td><strong>Week 1 Discussion (Blackboard)</strong>&lt;br&gt;PATH. Chapter 6 (SAM)</td>
</tr>
<tr>
<td></td>
<td>Course Orientation&lt;br&gt;Set up course folder structure&lt;br&gt;<strong>Chapter 6:</strong> Generating Form Letters, Mailing Labels, and a Directory</td>
<td><strong>PROJ. Chapter 6 Project (SAM)</strong>&lt;br&gt;<strong>Chapter 6 Graded Assignment (Book)</strong>&lt;br&gt;<strong>Week 2 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 2: 9/14-9/20</td>
<td>Microsoft Online Training Module: Mail Merge</td>
<td><strong>PATH. Chapter 7 (SAM)</strong>&lt;br&gt;<strong>Week 3 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>PROJ. Chapter 7 Project (SAM)</strong>&lt;br&gt;<strong>Chapter 7 Graded Assignment (Book)</strong>&lt;br&gt;No Discussion this week</td>
</tr>
<tr>
<td>Week 3: 9/21-9/27</td>
<td><strong>Chapter 7:</strong> Creating a Newsletter with a Pull-Quote and Graphics (Book)</td>
<td><strong>PATH. Chapter 7 (SAM)</strong>&lt;br&gt;<strong>Week 3 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 4: 9/28-10/4</td>
<td></td>
<td><strong>PROJ. Chapter 7 Project (SAM)</strong>&lt;br&gt;<strong>Chapter 7 Graded Assignment (Book)</strong>&lt;br&gt;No Discussion this week</td>
</tr>
<tr>
<td>Week 5: 10/5-10/11</td>
<td><strong>Chapter 8:</strong> Using Document Collaboration, Integration, and Charting Tools (Book)</td>
<td><strong>PATH. Chapter 8 (SAM)</strong>&lt;br&gt;<strong>Week 5 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 6: 10/12-10/18</td>
<td></td>
<td><strong>PROJ. Chapter 8 Project (SAM)</strong>&lt;br&gt;<strong>Chapter 8 Graded Assignment (Book)</strong>&lt;br&gt;<strong>Week 6 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 7: 10/19-10/25</td>
<td>Prepare for exam in SAM:&lt;br&gt;• Practice Exams Chapters 6-8&lt;br&gt;• Review SAM Projects Chapters 6-8</td>
<td><strong>Competency Exam: Chapters 6-8</strong>&lt;br&gt;No discussion this week</td>
</tr>
<tr>
<td>Week 8: 10/26-11/1</td>
<td><strong>Chapter 9:</strong> Creating a Reference Document with a Table of Contents and an Index (Book)</td>
<td><strong>PATH. Chapter 9 (SAM)</strong>&lt;br&gt;<strong>PROJ. Chapter 9 Project (SAM)</strong>&lt;br&gt;<strong>Chapter 9 Graded Assignment (Book)</strong>&lt;br&gt;<strong>Week 8 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 9: 11/2-11/8</td>
<td><strong>Chapter 10:</strong> Creating a Template for an Online Form (Book)</td>
<td><strong>PATH. Chapter 10 (SAM)</strong>&lt;br&gt;<strong>Week 9 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 10: 11/9-11/15</td>
<td></td>
<td><strong>PROJ. Chapter 10 Project (SAM)</strong>&lt;br&gt;<strong>Chapter 10 Graded Assignment (Book)</strong>&lt;br&gt;<strong>Week 10 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 11: 11/16-11/22</td>
<td><strong>Chapter 11:</strong> Enhancing an Online Form Using Macros (Book)</td>
<td><strong>PATH. Chapter 11 (SAM)</strong>&lt;br&gt;<strong>ELA Due (posted to discussion for comments)</strong></td>
</tr>
<tr>
<td>**<em><strong>Thanksgiving Break: 11/23 – 11/27. College closed.</strong></em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 12: 11/30-12/6</td>
<td></td>
<td><strong>PROJ. Chapter 11 Project (SAM)</strong>&lt;br&gt;<strong>Chapter 11 Graded Assignment (Book)</strong>&lt;br&gt;<strong>Week 12 Discussion (Blackboard)</strong></td>
</tr>
<tr>
<td>Week 13: 12/6-12/10</td>
<td>SHORT WEEK! Plan ahead!</td>
<td><strong>STUDY FOR FINAL EXAM</strong>&lt;br&gt;No discussion this week.</td>
</tr>
<tr>
<td></td>
<td><strong>NO LATE WORK ACCEPTED</strong>&lt;br&gt;<strong>STUDY FOR FINAL EXAM</strong></td>
<td></td>
</tr>
<tr>
<td>Final Exam: Monday, 12/12- Saturday, 12/17</td>
<td>Allow 2 hours for the test. Check testing center (BH 226) hours!</td>
<td><strong>Remember photo I.D. and SAM Login information</strong></td>
</tr>
</tbody>
</table>

Complete instructions for each assignment are located in Blackboard.