INSTRUCTOR INFORMATION:

Name:	Lauren Mayeaux
Office:	Poplarville Campus, Technology Center, RM 411
Office Telephone:	601.403.1188
Email Address:	lmayeaux@prcc.edu
Response Time:	Allow 24-48 hours for me to respond to your message.
Grades:	Allow 1 week after the due date for posting grades.

TEXT/MATERIALS/SUPPLIES:

- Duffy/Cram - LMS Integrated MindTap® Computing, 1 term (6 months) Printed Access Card for Duffy/Cram's Illustrated Microsoft® Office 365 & Word 2016: Comprehensive ISBN: 9781305878365
   - ***The course uses an e-book. There is no need to purchase a textbook***
- Microsoft Office Professional 2016 or Microsoft Office 365 2016 Version
- Internet Access

COURSE DESCRIPTION:

This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding.

STUDENT LEARNING OBJECTIVES/ COURSE GOALS:

1. Apply word processing skills to produce and format complex business documents with speed and accuracy.

    a. Produce business forms and documents at a satisfactory production rate.

    b. Create multi-page reports with title page, indexes, table of contents, references, footnotes, endnotes, cross-references, sections, and styles.

2. Use advanced word processing functions.

    a. Customize business documents.

        (1) Control pagination.

        (2) Sort paragraphs in lists and tables.

        3) Perform calculations in tables.

        (4) Create, modify, and position graphics.

        (5) Align text and graphics.

    b. Demonstrate workgroup collaboration.

        (1) Track, accept, and reject changes to documents.

        (2) Merge input from several reviewers.

        (3) Insert and modify hyperlinks to other documents and web pages.

        (4) Protect documents.

    c. Combine documents using software features.

        (1) Merge variable and constant information to create new documents.

        (2) Merge letters and labels with a word processing, spreadsheet, or database data source.

EVALUATION:	**GRADE DETERMINATION:**	
Grading Scale:	Assignments	35%
A (90-100)	Tests	15%
B (80-89)	Midterm Exam	25%
C (70-79)	Comprehensive Final	25%
D (60-69)		

INSTRUCTIONAL METHODS:
This is a hands-on course. This class will consist of completing trainings, projects, discussions, and tests as well as reading text and watching demonstration videos. All course material and assignments will be posted in Canvas at prcc.instructure.com or at your hosted Canvas site (for non-PRCC students).

ATTENDANCE
Each week you must complete a significant portion of the weekly assignments that are assigned in order to be counted for each week. To be successful in this class you must complete all assignments, discussion board activities, and quizzes/tests that have been assigned. It is important that you view the course calendar as to when assignments, discussions and tests are due. *Students that miss a discussion or do not complete the majority of the assignments that are assigned each week will be counted absent.

> CUTOUTS/ READMITTANCE: After missing two absences in this class there will be a warning notice sent to you in regards to being cutout of the class. If there is no response from you by the date given, then you will be administratively cutout of the class. The cutout will result in an "W" grade. (Please review the "Attendance" section in the syllabus about the attendance in this class.) After a student cuts out of a class, he/she cannot be readmitted to that class without permission from the instructor. Re-admission to class will be determined based on reasonable evidence presented to the instructor. Therefore, students requesting to be readmitted should be prepared to show proof to support their argument for excessive absences (doctor's excuses, etc.). Documentation is subject to verification by the instructor.

Communication is critical! The best way to get in touch with me is by email, lmayeaux@prcc.edu . So if you encounter problems or have questions this should be the first way in contacting me.

ASSIGNMENTS & DEADLINES:
All the assignments you must complete are located in Canvas. Click the calendar to view the assignments. Assignments must be turned in on time. Deadlines are not negotiable. Assignments are due when stated. **No late work will be accepted.** This class begins on Monday morning at 8 a.m. and will end on Sunday at 11:59 p.m.

TESTING
There will four hour tests given in Canvas that will cover the Word, Excel, Access, and PowerPoint units. There will also be two proctored exams, a midterm exam and comprehensive final exam. Hour Tests, midterm exam, and final exam cannot be made up.

GRADING AND PERFORMANCE EVALUATION:
Your grade will be calculated by a percentage, not points. For example, the average of your discussion board assignments that you complete in the course will count for 5% of your final average.

ACADEMIC HONESTY
The faculty and administration of Pearl River Community College recognize the necessity of encouraging procedures which assure to the extent possible an academic environment in which each student has the opportunity to be evaluated fairly on the basis of his/her own performance. Academic dishonesty includes: cheating or helping another student cheat; plagiarism; unauthorized possession of exams; and

unauthorized changing of grades. Any student caught cheating (including but not limited to using notes during the test, changing your timed writing results, using someone else's work as your own, etc.) will receive 0 points for that test or assignment and may face additional disciplinary action. This may include receiving an "F" in the course and sending the proper documentation to the Vice President of General Education for further disciplinary action.

ADA:
If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody at 601-403-1060 or tmoody@prcc.edu; Forrest County Center, Beth Strahan at 601-554-5530 orbstrahan@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. Distance Learning Students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody at tmoody@prcc.edu.

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, Director of Admissions and Records, ADA/Civil Rights Coordinator, and Title IX Coordinator at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060.