

To access the detailed syllabus for a specific instructor, please log in to DSCC eLearn at www.dsc.edu on the first day of classes.

Course Information	
Course Description:	This course emphasizes creating and editing advanced text documents and importing the text documents into desktop publishing software packages. 3 hours lecture.
Learning Outcomes:	<p>Upon successful completion of the course, the student will be able to:</p> <ul style="list-style-type: none"> • (TBR) utilize word processing software to create, edit, and format word documents • (TBR) utilize publication software to create business publications
Prerequisites:	READ 0810
Textbooks, Supplementary Materials, Hardware and Software Requirements	
Required Textbooks/ Courseware:	Visit the DSCC Bookstore at http://www.dsc.edu/bookstore to purchase your textbook.
Instructor Information	
Instructor Contact Information:	<p>To access your instructor's information online:</p> <p>Visit www.dsc.edu</p> <ol style="list-style-type: none"> 1. Click Current Students on the top navigation bar. 2. Click Faculty Profile link located on the left-hand navigation bar. 3. Choose your instructor's name from the drop-down list. 4. Click the Submit button.
Office Hours/Virtual Office Hours:	<p>To access your instructor's information online:</p> <p>Visit www.dsc.edu</p> <ol style="list-style-type: none"> 1. Click Current Students on the top navigation bar. 2. Click Faculty Profile link located on the left-hand navigation bar. 3. Choose your instructor's name from the drop-down list. 4. Click the Submit button.
Instructor Response Time:	I will make every attempt to respond to course email within 24 or 36 hours during the work week, though it may not be possible in all cases. I will notify you when I will not be able to meet the stated response time.
Attendance Policy:	View the DSCC Attendance Policy at http://www.dsc.edu/attendance_policy/ .
Course Ground Rules	
General:	<ol style="list-style-type: none"> 1. Participation is required 2. Communication with other students in team projects is expected

	<ol style="list-style-type: none"> 3. Learn how to navigate within the course management system 4. Keep abreast of course announcements 5. Use the <i>assigned</i> college email address as opposed to a personal email address 6. Address technical problems immediately 7. Observe course <i>netiquette</i> at all times. Instructor guidelines for communication by email, discussion groups, chat, and the use of web resources are necessary.
Email:	<ol style="list-style-type: none"> 1. Always include a subject line. 2. Remember that without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases. 3. Use standard fonts. 4. Do not send large attachments without permission. 5. Special formatting such as centering, audio messages, tables, html, etc., should be avoided unless necessary to complete an assignment or other communication. 6. Respect the privacy of other class members.
Discussions:	<ol style="list-style-type: none"> 1. Review the discussion threads thoroughly before entering the discussion. Be a lurker, then a discussant. 2. Try to maintain threads by using the "Reply" button rather than starting a new topic. 3. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas. 4. Be patient and read the comments of other group members thoroughly before entering your remarks. 5. Be cooperative with group leaders in completing assigned tasks. 6. Be positive and constructive in group discussions. 7. Respond in a thoughtful and timely manner.
Web Resources:	<p>Example:</p> <ol style="list-style-type: none"> 1. <i>Columbia Guide to Online Style</i> by Janice R. Walker and Todd Taylor 2. <i>Citation Styles Online</i> http://www.bedfordstmartins.com/online/cite6.html
Other Important Information	
Dyersburg State Code of Honor and Citizenship:	<p>Access the Dyersburg State Code of Honor and Citizenship at http://www.dsc.edu/about%20dsc/about%20dyersburg%20state/administration/dsc%20code</p>
Library Resources:	<p>For the DSCC library or help desk visit www.dsc.edu/lrc.</p> <p>To ask a question about books, interlibrary loans or other LRC information, call the LRC at 731-286-3361.</p> <p>For the Tennessee Virtual Library go to www.tn.regentsdegrees.org and click on TBR Virtual Library.</p>
Reporting Fraud, Waste, or Abuse:	<p>Report Fraud, Waste, and Abuse at http://www.dsc.edu/fraud.</p>

Technical Assistance/Help Desk:	<p>For technical assistance, contact the DSCC Help Desk. Dyersburg Campus - (731) 288-7780 Jimmy Naifeh Center (JNC) - (901) 475-3177 Gibson County Center (GCC) - (731) 222 -5180</p> <p>Visit the Help Desk on the web at www.dsc.edu/helpdesk for tutorials and other how to guides. You may also contact the Help Desk by email at helpdesk@dsc.edu.</p>
Students With Disabilities:	<p>Dyersburg State Community College is committed to providing a discrimination free environment for all students. Students with disabilities are encouraged to inform the College of any assistance they may need. Please notify the ADA Coordinator at (731) 286-3242.</p>
Syllabus Changes:	<p>From time to time during the semester, it may be necessary to make changes to the material in the course syllabus. Any necessary changes to the course syllabus will be sent to you by email and posted within the online course material.</p>
Server Outage Disclaimer:	<p>The server on which DSCC's web supported/online courses are hosted will be occasionally unavailable due to upgrades and/or maintenance. Regularly scheduled outages will occur during the early morning hours of the second Sunday and third Tuesday of each month. There may also be unplanned downtime due to failures of one kind or another. Because the server is not located at DSCC, the College cannot directly correct these situations. You will need to contact your instructor(s) directly to make accommodations should an unplanned outage prevent you from taking a quiz or submitting an assignment.</p>
Safety / Security:	<p>Dyersburg State makes crime statistic information available to the public through the Annual Security Report. This report can be found at www.dsc.edu/security.</p> <p>DSCC has an emergency preparedness plan and periodically conducts tests of this plan. To sign up for emergency notifications, Login to Rave at https://www.getrave.com/login/DSCC and add your contact information. Notice: Standard carrier message and data rates may apply</p>
Academic Honesty:	<p>Students are expected to do their own work and academic honesty will be treated according to Dyersburg State Community College Policy (see DSCC catalog).</p>
Implementation date approved by Instructional Council:	<p>Fall 2016 (course description, learning outcomes, prerequisites, change in name of program from Administrative Office Management, change in course number from AOM 209) Fall 2012 (change in name of program from Administrative Office Support)</p>