

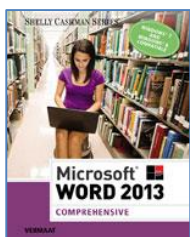


WORD PROCESSING APPLICATIONS/BUSN 1400 COURSE SYLLABUS ONLINE Fall Semester 2015

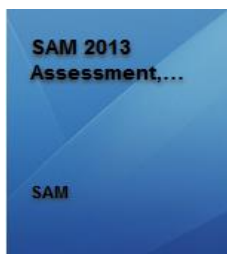
Semester: Fall 2015
Course Title: Word Processing Applications
Course Number: BUSN 1400
Credit Hours/ Minutes: 4 / 4500
Class Location: GVTC/Angel
Class Meets: Via Internet/ 15 weeks
CRN: 20030

Instructor: Linda Whitfield
Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday
Office Location: Room 804, Gillis Medical Building
Email Address: lwhitfield@southeasterntech.edu
Phone: 912-538-3158
Fax Number: 912-538-3106

REQUIRED TEXT:



Microsoft® Word 2013: Comprehensive, 1st Edition
Misty E. Vermaat Purdue University Calumet
ISBN-10: 1285167686
ISBN-13: 9781285167688
888 Pages Paperback
Previous Editions: 2012, 2008
© 2014 | Published



Also Need: (If taken a SAM course previously, contact instructor for your keycode. No need to purchase.)

SAM 2013 Assessment , Training, & Projects 1st Edition
Cengage Learning
ISBN-13: 978-1-285-42749-2

©2014 Published

You can purchase from the STC bookstore
stcbookstore@southeasterntech.edu or 912-538-3129. **SAM ACCESS
KEYs HAVE TO BE BRAND NEW, USED KEYs WILL NOT WORK.**

REQUIRED SUPPLIES & SOFTWARE: Microsoft Word 2013 or using STC Remote Lab (IDS-Citrix). Office 2013 can be purchased in the STC Bookstore. Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox, or Google Chrome. You can purchase a 180 day (6 month) full evaluation version from the STC Bookstore if you do not already have Office 2013 due to the variety of home internet connections. This version available in the bookstore does not contain Publisher 2013. Remember, if you choose to use the software that is provided on the STC Remote Lab, you may experience slow response times or outages. This will not be used as an excuse for late work!

Note: Students will be saving work in their personal folder. If you are not on campus, you will need to save your work to your personal folder via the Information Delivery System. Students will need to create a folder named BUSN 1400. In the BUSN 1400 folder, students will need to create a folder for EACH chapter.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION: This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application.

MAJOR COURSE COMPETENCIES: Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

PREREQUISITE: COMP 1000

COURSE OUTLINE:

1. Word Processing Concepts
2. Customizing Documents
3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. Tests and assignments must be completed on the specified dates. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE. A grade of zero will be given for any late assignment. Assignments will be saved via the Remote Lab Information Delivery System (CITRIX – IDS) to the BUSN 1400 folder.** All online students must pledge that they have read and understand the STC Online Orientation within the first three days of class. Online students are responsible for checking e-mails and ANGEL announcements DAILY.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student

completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is Wednesday, October 28, 2015, OR Thursday, October 29, 2015. The event will be given on Wednesday, October 28, 2015, at the Vidalia Campus, Medical Technology Building, Room 806, and will begin at 2:00 p.m. sharp. The event will also be given on Thursday, October 29, 2015, at the Swainsboro Campus, Building 8, Room 8111, and will begin at 2:00 p.m. sharp. The proctored exam is listed in the lesson plan. The test will be composed of a Chapter 8 Productive Training Exam. You may come EITHER day that is convenient for you!

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class. **This assignment is due by September 14, 2015, midnight.**

DISCUSSION BOARDS: Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short one to two sentence posts will not be sufficient. See Discussion Board rubric below.

EMAILS: All emails should be sent to me using **ANGEL Mail**.

CHECKING GRADES: A grade book is made available in the ANGEL course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

CHAPTER WORK: Chapter work will be randomly checked to ensure that work is consistently being completed. **Assignments must be saved to your personal drive BUSN 1400 folder via the Remote Lab Information Delivery System (CITRIX – IDS) or through a computer at STC.**

MAKEUP GUIDELINES: Tests and assignments must be completed on the specified dates. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE.** A grade of zero will be given for any late assignment.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY STATEMENT: <i>The Technical College System of Georgia (TCSG) guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>
SAM Projects	20%	A: 90-100	Excellent	
SAM Productive Project Exams	25%	B: 80-89	Good	
SAM Productive Training Exams	25%	C: 70-79	Satisfactory	
Proctored Exams	20%	D: 60-69*	Poor	
Angel Discussion Boards	5%	F: 0-59*	Failing	
Work Ethics	5%			
Total	100%			
* Grade of D or below results in student repeating the class				

Discussion Board Topics Grading Rubric					
Performance	Exceptional 100	Proficient 90	Satisfactory 80	Limited 70	Poor 60
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
Posts & Word Count	<ul style="list-style-type: none"> Posts early to allow others time to read and reply to 4 or more posts 125 - 150 words in main thread 	<ul style="list-style-type: none"> Posts early to allow others time to read and reply to 3 posts 80 – 124 words in main thread 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts 50 – 79 words in main thread 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 post 25-49 words in main thread 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies 0 – 24 words in main thread
Scope of Solution NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource.	<ul style="list-style-type: none"> Content provides a thorough frame of reference for comprehending the solution; An original solution is provided. Numerous Resources listed 	<ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed 	<ul style="list-style-type: none"> Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. Few resources listed 	<ul style="list-style-type: none"> Content is not realistic solution to problem or topic. One resource listed 	<ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed
Explanation	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.

**BUSN 1400 – Word Processing Applications
FALL Semester 2015 Lesson Plan**

Date	Chap / Less	Content	Assignments & Tests Due	Competency Area
Week 1				
Monday Aug 17 - - Mon Aug 24		Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage	Orientation Assignments: Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email. Logon to ANGEL: 08/19 midnight	1 a, c
		ANGEL, IDS, EMAIL, BANNER Tutoring Session held Tuesday, August 19, at 5:00 Vidalia & Wednesday, August 20, at 4:00 pm Swainsboro. See Announcements on Angel.	Complete Personal Introduction on Angel Complete STC Acknowledgement, Student Information & Policy Packet on Angel	
			Review ANGEL, IDS, and Discussion Board coverage	
		Please do not create your SAM user account, your instructor will do this and notify you. You should also have a <u>SAM keycode</u> to enter once you are able to enter your SAM login. ***If you have previously used SAM for COMP1000 at STC, you do not have to purchase another keycode. Contact instructor for your new keycode and login instructions.	Create a BUSN 1400 folder on your P: DRIVE on IDS. See Page OFF20. Start working thru Chapter 1 book work.	
Week 1 assignments due by midnight, Aug 24				
Week 2				
Tues Aug 25 -- Mon Aug 31	1	Creating, Formatting, and Editing a Word Document with Pictures	Chapter 1 Work from book (Adventure Flyer) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL. DO NOT PRINT Complete Discussion Board Topic #1	1,4 a, c
			Chp 1 Word Project on SAM	
			Chp 1 Word Productive Project EXAM on SAM	
			Chp 1 Word Training on SAM Chp 1 Word Productive Training EXAM on SAM	
Week 2 assignments due by midnight, Aug 31				
Week 3				
Tues Sept 1 – Mon Sept 7	2	Creating a Research Paper with References and Sources	Chapter 2 Work from book (Biometric Devices Paper) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL. DO NOT PRINT Complete Discussion Board Topic #2	1,2,3 a, c
		WORK ON WORK ETHICS ASSESSMENT THAT IS DUE SEPTEMBER 14 MIDNIGHT.		
			Chp 2 Word Project on SAM	
Week 3 assignments due by midnight, Sept 7				
Sept 7	H	HOLIDAY		
Week 4				
Tues Sept 8 -- Mon Sept 14			Chp 2 Word Productive Project EXAM on SAM	1,2,3 a, c
			Chp 2 Word Training on SAM	
		WORK ETHICS ASSESSMENT DUE SEPTEMBER 14 MIDNIGHT.	Chp 2 Word Productive Training EXAM on SAM	

Week 4 assignments due by midnight, Sept 14

Week 5

Tues Sept 15 -- Mon Sept 21	3	Creating a Business Letter with a Letterhead and Table Read through E-mail section.	Chapter 3 Work from book (Samaras Letterhead , Samaras Thank You Letter , Samaras Envelopes) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL. DO NOT PRINT CREATE THE ENVELOPE AND SAVE TO SCREEN ONLY.	1,2,3 a, c
			Complete Discussion Board Topic #3	
			Chp 3 Word Project on SAM Chp 3 Word Productive Project EXAM on SAM	
			Chp 3 Word Training on SAM Chp 3 Word Productive Training EXAM on SAM	

Week 5 assignments due by midnight, Sept 21

Week 6

Tues Sept 22 -- Mon Sept 28	4	Creating a Document with a Title Page, Lists, Tables, and a Watermark	Chapter 4 Work from book (Paw Ridge Title Page , Paw Ridge Sales Proposal) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.	1,2,3 a, c
			Chp 4 Word Project on SAM Chp 4 Word Productive Project EXAM on SAM	
			Chp 4 Word Training on SAM Chp 4 Word Productive Training EXAM on SAM	

Week 6 assignments due by midnight, Sept 28

Week 7

Tues Sept 29 – Mon Oct 5	5	Using a Template to Create a Resume and Sharing a Finished Document	Chapter 5 Work from book (Green Resume .docx , Green Resume.pdf , Green Resume.doc , Green Resume.mht) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.	1,2,3 a, c
			You have to read thru the SkyDrive section, BUT YOU DO NOT HAVE TO CREATE AN ACCOUNT	
			Chp 5 Word Project on SAM Chp 5 Word Productive Project EXAM on SAM	
			Chp 5 Word Training on SAM Chp 5 Word Productive Training EXAM on SAM	

Week 7 assignments due by midnight, Oct 5

Week 8

Tues Oct 6 -- Mon Oct 12	6	Generating Form Letters, Mailing Labels, and a Directory Read thru email section	Chapter 6 Work from book (Green Cover Letter , Job Hunting Folder , Green Prospective Employers.mdb , Green Merged Letters , Green Mailing Labels , , Green Potential Employer Directory) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.	1,2,3 a, c
			Chp 6 Word Project on SAM	
			SEMESTER MIDTERM OCT 12 Chp 6 Word Productive Project EXAM on SAM	
			Chp 6 Word Training on SAM Chp 6 Word Productive Training EXAM on SAM	

Week 8 assignments due by midnight, Oct 12

Week 9

Tues Oct 13 – Mon Oct 19	7	Creating a Newsletter with a Pull-Quote and Graphics	Chapter 7 Work from book (Campus Post Newsletter, Information Literacy Diagram Modified) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL Complete Discussion Board Topic #4	1,2,3,4 a, c
		Will need Data Files downloaded	Chp 7 Word Project on SAM Chp 7 Word Productive Project EXAM on SAM	
			Chp 7 Word Training on SAM	
			Chp 7 Word Productive Training EXAM on SAM	

Week 9 assignments due by midnight, Oct 19

Week 10

Tues Oct 20 -- Mon Oct 26	8	Using Document Collaboration and Integration Tools	Chapter 8 Work from book (Fund-Raising Results Memo with Comments and Tracked Changes. Fund-Raising Results Memo Reviewed, Fund-Raising Results Memo with Table and Clustered Chart, Fund-Raising Results Memo with Table and 3-D Clustered Chart, Fund-Raising Blog) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.	1,2,4 a, c
		Will need Data Files downloaded	Chp 8 Word Project on SAM	
		YOU DO NOT HAVE TO PUBLISH A BLOG ACCOUNT but you can do the steps.	Chp 8 Word Training on SAM	
			Chp 8 Word Productive Training EXAM on SAM	

Week 10 assignments due by midnight, Oct 26

Week 11

Tues Oct 27 -- Mon Nov 2				1,2,3,4 a, b, c
		PROCTORED EXAM	PROCTORED Chp 8 Word Productive Training EXAMS on SAM.	
		WEDNESDAY, OCTOBER 28 OR THURSDAY, OCTOBER 29	Test is password protected to only take at STC.	
		BEGINS AT 2 P.M.	See syllabus information on Proctored Exam. Available on October 28, Vidalia Campus, or October 29, Swainsboro Campus, at 2 p.m.	
		CHOOSE THE DAY THAT IS CONVENIENT FOR YOU!!!!		

Week 12

Tues Nov 3 – Mon Nov 9	9	Creating a Reference Document with a Table of Contents and an Index	Chapter 9 Work from book (Inserting Various Types of Graphics Final, Learn Word – Guide #9) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.	1,2,4 a, b, c
		Will need Data Files downloaded	Chp 9 Word Project on SAM	
			Chp 9 Word Training on SAM	
			Chp 9 Word Productive Training EXAM on SAM	

Week 12 assignments due by midnight, Nov 9

Week 13

Tues Nov 10 – Mon Nov 16	10	Creating a Template for an Online Form	Chapter 10 Work from book (Customer Survey, Kaminsky Survey) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.	1,3,4 a, c
		Will need Data Files downloaded	Complete <u>Discussion Board Topic #5</u>	
			Chp 10 Word Project on SAM	
			Chp 10 Word Training on SAM Chp 10 Word Productive Training <u>EXAM</u> on SAM	

Week 13 assignments due by midnight, Nov 16

Week 14

Tues Nov 17 Mon – Nov 23	11	Enhancing an Online Form, Using Macros, and Adding Digital Signatures	Chapter 11 Work from book (Customer Survey Modified) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.	1,4 a, b, c
		Will need Data Files downloaded	Chp 11 Word Project on SAM	
	H			
	H			

Week 14 assignments due by midnight, Nov 23

THANKSGIVING HOLIDAYS NOVEMBER 25 - 27

Week 15

Tues Nov 24 – Tues Dec 3			Chp 11 Word Training on SAM	1-4. a, b, c
			Chp 11 Word Productive Training <u>EXAM</u> on SAM <u>DUE DECEMBER 1 MIDNIGHT</u>	
			Last Day of Semester. NO FINAL EXAM FOR THIS COURSE	

*** Competency Areas:**

1. Word Processing Concepts
2. Customizing Documents
3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.