



BUSN 1430-DESKTOP PUBLISHING AND PRESENTATION APPLICATIONS
COURSE SYLLABUS
Online
Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 4/4500
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20141
Preferred Method of Contact: lwhitfield@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

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

REQUIRED TEXT

BUSN 1430-Microsoft PowerPoint and Publisher-Custom Book-by Cengage with ISBN: 978-1-337-31516-6.

Also Need: (If taken a SAM 2013 course previously, contact instructor for your keycode. No need to purchase).
SAM 365/2016 Assessment , Training, & Projects 1st Edition Printed Access Card, Cengage Learning, ISBN-13:
978-1-337-11392-2

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

REQUIRED SUPPLIES & SOFTWARE

Microsoft Word 2016, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Students can download Publisher 2016 and PowerPoint 2016 from the Office 365 given by STC for free (NO NEED TO PURCHASE). Students will be saving assignments to the SAM application and uploading to the Blackboard course. Students can also use the Remote Lab for Publisher 2016 and PowerPoint 2016 and save to their shared drive or save to the Office 365 One Drive.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard 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 take an online course.

COURSE DESCRIPTION

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations.

MAJOR COURSE COMPETENCIES

Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

PREREQUISITE(S)

COMP 1000 or Guided Elective

COURSE OUTLINE

1. Desktop Publishing and Presentation Concepts
2. Basic Graphic Design
3. Publication Layout
4. Operation of Application Software
5. Practical Applications

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.

STUDENT REQUIREMENTS (ONLINE)

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 via SAM and the dropbox in the Blackboard course. 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 Blackboard 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 (time) on (Monday, Tuesday, or Wednesday) of each week. (Instructors...fill in the time and choose a day that assignments are due 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 scheduled on the following dates and times: Vidalia Campus, Wednesday, October 25, 1 p.m., Gillis Medical Building, Room 806, and Swainsboro Campus, Thursday, October 26, 1 p.m., Building 2, Room 2122. You can come either day that is convenient for you. The test will be an objective test over Chapter 1 – 6 in PowerPoint.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

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:

1. 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.

2. 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer | Title VI - Title IX (Employees) - EEOC Officer |
|---|--|
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu | Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu |

GRIEVANCE PROCEDURES

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

ACCESS TO TECHNOLOGY

Students can now access Blackboard, 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](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia 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.

GRADING POLICY

| Assessment/Assignment | Percentage |
|------------------------------|-------------------|
| Objective Exams | 25% |
| Production Exams | 20% |
| Proctored Exam | 20% |
| Chapter and Lab Work | 30% |
| Discussion Boards | 5% |

GRADING SCALE

| Letter Grade | Range |
|--------------|--------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

BUSN 1430 Desktop Publishing and Presentation Applications

Fall Semester 2017 Lesson Plan

| Date/Week | Module | Content | Assignments & Tests Due Dates | Competency Area |
|--|--------|--|--|-----------------------------|
| <p>WEEK 1</p> <p>Aug 14 – Aug 21</p> | | <p>COMPLETE THE PLEDGE BY AUGUST 16 TO HOLD YOUR SPOT IN THIS CLASS</p> <p>DO NOT PRINT ANY DOCUMENTS AS MAY BE DIRECTED IN YOUR MODULE WORK THEY WILL BE PLACED IN YOUR BLACKBOARD DROPBOX</p> <p>Class Introduction – Syllabus, Lesson Plan, Rules, and Regulations Coverage BLACKBOARD, IDS, EMAIL, BANNER Tutoring Session held. See Announcements on Blackboard.</p> <p>YOU DO NOT HAVE TO PRINT or EMAIL any assignments to the instructor. Ignore this in the reading of the book.</p> <p>Please do not create your SAM user account, your instructor will do this and notify you. You should also have a SAM keycode to enter once you are able to enter your SAM login.</p> <p>If you have used SAM 2013 here at STC in another course, you do not have to purchase another SAM code at this time. Contact instructor during Week 1.</p> <p>You will be completing your PowerPoint Module Work and submitting it through the Blackboard dropbox. All PowerPoint Projects and Project Exams will be submitted through SAM.</p> <p>All Desktop Publishing Module Work and Projects will be submitted through the Blackboard dropbox.</p> <p>All Objective Tests will be taken in Blackboard.</p> | <p>Orientation Assignments:</p> <p>Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.</p> <p>-You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p>Make contact with instructor via email for attendance to ensure intent on completing the course.</p> | <p>*1,3,4,5,6 **a,c</p> |

| Date/Week | Module | Content | Assignments & Tests Due Dates | Competency Area |
|-------------------------------|------------------------|--|---|-----------------------|
| WEEK 2 Aug 22 – Aug 28 | Module 1 PowerPoint | Microsoft PowerPoint 2016: Creating and Editing a Presentation with Pictures | Module 1 Work from Book (Autumn Family Programs-Tall Oaks) Place in Blackboard Dropbox Discussion Board #1 DUE 8/28/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |
| WEEK 3 Aug 29 – Sept 4 | Module 1 PowerPoint | | Module 1 PP Project on SAM Module 1 PP Project Exam on SAM Module 1 Objective Exam Discussion Board #2 DUE 9/4/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |
| WEEK 4 Sept 5 – Sept 11 | Module 2 PowerPoint | Microsoft PowerPoint 2016: Enhancing a Presentation with Pictures, Shapes, and WordArt | Module 2 Module Work from Book (Basketball Camp for Kids-Basketball Camp) Place in Blackboard Dropbox Module 2 PP Project on SAM Module 2 PP Project Exam on SAM Module 2 Objective Exam DUE 9/11/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |

| Date/Week | Module | Content | Assignments & Tests Due Dates | Competency Area |
|-----------------------------------|------------------------|--|--|-----------------------|
| WEEK 5 Sept 12 – Sept 18 | Module 3 PowerPoint | Microsoft PowerPoint 2016: Reusing a Presentation and Adding Media and Animation | Module 3 Module Work from Book (Spokes Bike Club) Place in Blackboard Dropbox Module 3 PP Project on SAM Module 3 PP Project Exam on SAM Module 3 Objective Exam DUE 9/18/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |
| WEEK 6 Sept 19 – Sept 25 | Module 4 PowerPoint | Microsoft PowerPoint 2016: Creating and Formatting Information Graphics | Module 4 Work from Book (Reduce, Reuse, Recycle) Place in Blackboard Dropbox Module 4 PP Project on SAM Module 4 PP Project Exam on SAM Module 4 Objective Exam DUE 9/25/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |
| WEEK 7 Sept 26 – Oct 2 | Module 5 PowerPoint | Microsoft PowerPoint 2016: Collaborating on and Delivering a Presentation Read Only pages 264-266-To Package a Presentation for Storage on a Compact Disc Do Not Burn to a CD | Module 5 Work from Book (Chicago Final, Chicago Final Show, Chicago SmartArt, Chicago Final Previous Version, Chicago Final Duplicate) Place in Blackboard Dropbox Module 5 PP Project on SAM Module 5 PP Project Exam on SAM Module 5 Objective Exam DUE 10/2/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |

| Date/Week | Module | Content | Assignments & Tests Due Dates | Competency Area |
|----------------------------|------------------------|---|---|-------------------------|
| WEEK 8 Oct 3 – Oct 9 | Module 6 PowerPoint | Microsoft PowerPoint 2016: Navigating Presentations Using Hyperlinks and Action Buttons | Module 6 Work from Book (Conquer Your Clutter) Place in Blackboard Dropbox Module 6 PP Project on SAM DUE 10/9/2017 MIDNIGHT | *1,2,3,5,6 **a,b,c |
| WEEK 9 Oct 10 – Oct 16 | Module 6 PowerPoint | Microsoft PowerPoint 2016 Modules 1 - 6 | Module 6 PP Project Exam on SAM Module 6 Objective Exam Discussion Board #3 DUE 10/16/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |
| WEEK 10 Oct 17 – Oct 23 | Proctored Exam | Microsoft PowerPoint 2016 Modules 1-6 Proctored Exam Wednesday, October 25, 2017 Vidalia Campus, Room 806, 1 p.m. OR Thursday, October 26, 2017 Swainsboro Campus, Room 2122, 1 p.m. | Study for Proctored Exam Proctored Exam: Objective Exam-PowerPoint Chapters 1-6 Discussion Board #4 DUE 10/23/17 MIDNIGHT | *1,2,3,5,6 **a,b,c |
| WEEK 11 Oct 24 – Oct 30 | Module 1 Publisher | Microsoft Publisher 2016: Creating a Flyer Proctored Exam Wednesday, October 25, 2017 Vidalia Campus, Room 806, 1 p.m. OR Thursday, October 26, 2017 Swainsboro Campus, Room 2122, 1 p.m. | Proctored Exam: Objective Exam-PowerPoint Chapters 1-6 Module 1 Work from Book (5K Flyer; 5K Web Flyer) Place in Blackboard Dropbox Lab 1: Creating a Multipurpose Flyer from Book (Lab 1-1 Web Flyer) Place in Blackboard Dropbox Module 1 Objective Exam DUE 10/30/17 MIDNIGHT | *1,2,3,5,6,7 **a,b,c |

| Date/Week | Module | Content | Assignments & Tests Due Dates | Competency Area |
|--|-------------------------------|--|---|--------------------------------------|
| <p>WEEK 12</p> <p>Oct 31 – Nov 6</p> | <p>Module 2 Publisher</p> | <p>Microsoft Publisher 2016: Publishing a Trifold Brochure</p> | <p>Module 2 Work from Book (Lake Hideaway Brochure, Lake Hideaway Brochure Pack and Go) Place in Blackboard Dropbox</p> <p>Lab 1: Creating a Bi-Fold DVD Insert from Book (Lab 2-1 DVD Label) **DO NOT COMPLETE STEP 9 Place in Blackboard Dropbox</p> <p>Module 2 Objective Exam</p> <p>DUE 11/6/17 MIDNIGHT</p> | <p>*1,2,3,5, 6,7 **a,b,c</p> |
| <p>WEEK 13</p> <p>Nov 7 – Nov 13</p> | <p>Module 3 Publisher</p> | <p>Microsoft Publisher 2016: Designing a Newsletter</p> | <p>Module 3 Work from Book (Shelter Newsletter; Newsletter Template) Place in Blackboard Dropbox</p> <p>Apply Your Knowledge: Creating a Newsletter from Book (Apply 3-1 Fifth Grade Newsletter) Place in Blackboard Dropbox</p> <p>Module 3 Objective Exam</p> <p>DUE 11/13/17 MIDNIGHT</p> | <p>*1,2,3,5, 6,7 **a,b,c</p> |

| Date/Week | Module | Content | Assignments & Tests Due Dates | Competency Area |
|--------------------------------------|-----------------------|--|---|-----------------------------|
| WEEK 14 Nov 14 – Nov 20 | Module 5 Publisher | Microsoft Publisher 2016: Using Business Information Sets | Module 5 Work from Book (Make My Smile Logo; Make My Smile Letterhead; Knight Letter; Make My Smile Envelope; Make My Smile Certificate; Make My Smile Business Card) Place in Blackboard Dropbox Lab 2: Formatting Paragraphs and Filling Shapes from Book (Lab 5-2 Bowling Certificate Complete) Place in Blackboard Dropbox Module 5 Objective Exam DUE 11/20/17 MIDNIGHT | *1,2,3,5, 6,7 **a,b,c |
| WEEK 15 Nov 21 – Nov 27 | | End of the Semester | Discussion Board #5 DUE 11/27/2017 | *1,2,3,5, 6,7 **a,b,c |

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.

GRADING SCALE RUBRIC

| # of discussion posts | # of discussion replies | Grade | Due Date, Length, Grammar and Spelling Requirements |
|-----------------------|-------------------------|-------|---|
| 1 | 1 | 100 | Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree." |
| 1 | 0 | 70 | Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length. |
| 0 | 1 | 50 | Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length. |
| 0 | 0 | 0 | Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date. |