BUSN 1400 WORD PROCESSING
COURSE SYLLABUS
Hybrid
Spring Semester 2022

COURSE INFORMATION

Credit Hours/Minutes: 4/4500
Campus/Class Location: Room 806, Gillis Medical Building, Vidalia Campus
Class Meets: 8:30 a.m. – 10:00 a.m./Mon and Wed/60% F2F and 40% hybrid
Course Reference Number (CRN): 40014
Preferred Method of Contact: Email lwhitfield@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

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

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Handbook (http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Cengage Unlimited online books of *Shelly Cashman Series Microsoft® Office 365 & Word 2019 Comprehensive, with Mindtap/Skills Assessment Manager (SAM)* Student will click the Blackboard course link under Lessons – Beginning Information in the Blackboard course, setup their Cengage account or use previously made account and enter the Cengage unlimited access key. Student will setup their Cengage

account using their STC student email address and login. Students can use the 14 free trial until they have purchased the access code. **Highly recommend** purchasing the $7.99 rental book from the Cengage Unlimited.

Student can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the **Southeastern Technical College bookstore (stcbookstore@southeasterntech.edu), 912-538-3129** or online at www.cengagebrain.com. Students can rent a book from the website and then ship it back after completion for $7.99.

REQUIRED SUPPLIES & SOFTWARE

Microsoft Word 2019, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Students can **download** Word 2019 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.

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 Georgia Virtual Technical Connection (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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

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

Word processing topics include word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, and sharing securing content.

PREREQUISITE(S)

COMP 1000-Introduction to Computers or Guided Elective

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

Southeastern Technical College 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

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Sunday of each week. Students are also expected to complete all Module work, project assignments, discussion boards, and exams on the dates specified on the attached Lesson Plan. Assignments will be saved via the One Drive, Remote Lab, Blackboard, or SAM.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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 WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.
Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.
Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.
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 accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

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. The Work Ethics Assessment is due at midnight on March 14, 2022.

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

Students are required to take all tests scheduled during the semester. Failure to take Blackboard/SAM Tests/Exams, and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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

As set forth in the student catalog, Southeastern Technical does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 Southeastern Technical College Website (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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
Training and Textbook	30%
Projects	35%
Exams	30%
Work Ethics	5%

GRADING SCALE

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

BUSN 1400 Word Processing
Spring Semester 2022 Lesson Plan

This course is a hybrid course. Approximately 60 percent of the assignments will be completed in the classroom. Approximately 40 percent of the assignments will be completed outside of the classroom using SAM software. Daily assignments are listed below. Assignments that are not completed during the scheduled class time will be completed by the student outside of the classroom. This will be the hybrid portion of this course. Students must work outside of the scheduled class time in order to complete the assignments listed below. Due dates are also listed below.

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
First Day of Class January 10		First Day of Class You DO NOT have to print or email any items to the instructor. You will be using the links inside of your Blackboard course to complete your Mindtap-SAM assignments.	Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction. You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz. Due January 12 MIDNIGHT	1,3,5,6 a,b,c
January 10 – January 23 TWO WEEKS	Module 1	Creating and Modifying a Flyer DO NOT PRINT OR EMAIL ANY ITEMS. Holiday Monday, January 17	Complete the following: • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE January 23 MIDNIGHT	1,3,5,6 a,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
January 24 – January 30	Module 2	Creating a Research Paper DO NOT PRINT OR EMAIL ANY ITEMS.	Complete the following: • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. <mark>DUE January 30 MIDNIGHT</mark>	1,2,3,4,5,6 a,b,c
January 31 – February 6	Module 3	Creating a Business Letter with a Letterhead	Complete the following: • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. <mark>DUE February 6 MIDNIGHT</mark>	*1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
February 7 – February 13	Module 4	Creating a Multipage Document	Complete the following: • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE February 13 MIDNIGHT	1,2,3 4,5,6 a,b,c
February 14 – February 20	Module 5	Creating a Resume and Sharing Documents	Complete the following: • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE February 20 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
February 21 – March 6 TWO WEEKS	Module 6	Using Mail Merge	Complete the following: • Read Module. • Complete Module SAM Textbook **Project 1 and 2** while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE March 6 MIDNIGHT	1,2,3,4,5,6 a,b,c
March 7 – March 13	Module 7	Creating a Newsletter Work Ethics Assessment Due March 20 Midnight	Complete the following: • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE March 13 MIDNIGHT	1,2,3,4,5,6 a,b,c
March 14 – March 20	Work Ethics		Work Ethics Assessment DUE March 20 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
March 21 – March 27	Module 8	Using Collaborating, Integration, and Charts	Complete the following: • Read Module. • Complete Module SAM Textbook **Project 1 and 2** while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. • Proctored Exam <mark>DUE March 27 MIDNIGHT</mark>	1,2,3,4,5,6 a,b,c
March 28 – April 17 TWO WEEKS	Module 9	Creating a Reference Document <mark>Spring Break April 4 – April 7</mark>	Complete the following: • Read Module. • Complete Module SAM Textbook **Project 1 and 2** while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. <mark>DUE April 17 MIDNIGHT</mark>	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
April 18 – April 24	Module 10	Creating an Online Form	Complete the following: • Read Module. • Complete Module SAM Textbook **Project 1 and 2** while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. <mark>DUE April 24 MIDNIGHT</mark>	*1,2,3,5,6 **a,b,c
April 25 – May 1	Module 11	Enhancing an Online Form and Using Macros	Complete the following: • Read Module. • Complete Module SAM Textbook **Project 1 and 2** while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project. • Complete Module SAM Project A. • Complete Module SAM EXAM. <mark>DUE May 1 MIDNIGHT</mark>	*1,2,3,5,6 **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.

Work Ethics Assessment Grading Rubric

	Achievement Level 1 (10 points each)	Achievement Level 2 (20 points each)	Achievement Level 3 (30 points each)	Achievement Level 4 (40 points each)	Achievement Level 5 (50 points each)
Sentence Length and Knowledge	Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario. .	Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario.	Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario.	Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario.	Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in each scenario.
Spelling/Grammar and Sentence Structure	Student has 5 or more errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar.	Student has no more than 3 errors in spelling, punctuation, and grammar.	Student has no more than 2 errors in spelling, punctuation, and grammar.	Student has no more than 1 error in spelling, punctuation, and grammar.

A score of at least 70 out of 100 points must be achieved in order to pass the Work Ethics Exam.

If a work ethic topic is not answered, the student will receive 0 points for that topic.

GRADING SCALE RUBRIC

Number of discussion posts	Number 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.