

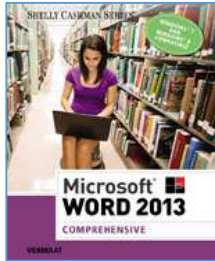


**WORD PROCESSING
APPLICATIONS/BUSN 1400
COURSE SYLLABUS
HYBRID
Spring Semester 2016**

Semester: Spring 2016
Course Title: Word Processing Applications
Course Number: BUSN 1400
Credit Hours/ Minutes: 4 / 4500
Class Location: Building 8, Room 8113
Class Meets: 10:30 a.m. –11:15 a.m. / M – Th/60%
 in class and 40% online
CRN: 40018

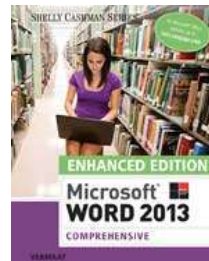
Instructor: Karen H. Mountain
Office Hours: (M) 2:30 – 7 p.m.; (T) 1:30 – 4 p.m.
 (W) 2:30 – 5 p.m. (Th) 1 – 1:30 p.m.
Office Location: Building 8, Room 8111
Email Address: kmountain@southeasterntech.edu
Phone: 478-289-2220
Fax Number: 478-248-6336
Preferred Method of Contact: Blackboard Mail

REQUIRED TEXT:



**Microsoft® Word 2013:
Comprehensive, 1st
Edition**
 Misty E. Vermaat Purdue
 University Calumet
ISBN-10: 1285167686
ISBN-13: 9781285167688
 © 2014 | Published

OR



**Enhanced Microsoft® Word®
2013: Comprehensive, 1st Edition**
 Misty E. Vermaat Purdue
 University Calumet
ISBN-10: 1305507215
ISBN-13: 9781305507210
 © 2016 | 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 for \$35.00 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!

Students will be saving work via the Information Delivery System in your personal folder. 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 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 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.

STUDENT REQUIREMENTS (Hybrid): 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. Students are responsible for policies and procedures included in the STC E-Catalog. Your Blackboard username is 43_910...(Student Id) and the password is your birthdate in mmddyy format.

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 January 25, 2016, midnight.**

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments will be given during the semester. **No makeups are allowed for unannounced quizzes/assignments.** A grade of zero will be given for all missed unannounced quizzes/assignments.

Students are encouraged to use the publisher's website for practice quizzes, flash cards, crossword puzzles, and other student resources. These will assist in preparation for your test. The website is http://www.cengagebrain.com/cgiwadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285167688&token=6F15BD64F57D35FDA9A00142B4D8B7D2CEB7FF6E388661DA17EC6FDB67AC7E47155A9A555AC93D5A207F613BBD76EBD8AA53DF1A09752950

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

CHECKING GRADES: A grade book is made available in the Blackboard 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.**

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.

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.

MAKEUP GUIDELINES: Assignments must be completed on the specified date. All work must be turned in at the end of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. **Failure to take the final exam on the scheduled day will result in a grade of zero for the exam.**

Students are expected to attend class. Unannounced quizzes/assignments will be given during the semester. **No makeups are allowed for unannounced quizzes/assignments.** A grade of zero will be given for all missed unannounced quizzes/assignments.

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 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 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	25%	A: 90-100	Excellent	
SAM Productive Project Exams	30%	B: 80-89	Good	
SAM Productive Training Exams	30%	C: 70-79	Satisfactory	
Work Ethics	5%	D: 60-69*	Poor	
Unannounced quizzes/Assignments	10%	F: 0-59*	Failing	
Total	100%			
* Grade of D or below results in student repeating the class				

Work Ethics Assessment Grading Rubric

	Achievement Level 1 (1 pt. ea.)	Achievement Level 2 (2 pts. ea.)	Achievement Level 3 (3 pts. ea.)	Achievement Level 4 (4 pts. ea.)	Achievement Level 5 (5 pts. ea.)
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.
<ul style="list-style-type: none"> • If a work ethic topic(s) is not answered, the student will receive 0 points. • A score of at least 70 out of 100 points must be achieved in order to pass the Work Ethics Assessment. 					

BUSN 1400—WORD PROCESSING
SPRING SEMESTER 2016—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 Microsoft Word 2013 and 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	Chap / Less	Content **Gray area indicates hybrid/online component	Assignments & Tests Due	Comp Area
Weeks 1& 2 (Jan 11– Jan 25)				
Mon Jan 11		Class Introduction – Syllabus, Outline, Work Ethics, Rules, Regulations Coverage, Create BUSN 1400 Folder Office 2013 and Windows 8: Essential Concepts and Skills	Learn it Online	*1,3,5,6 **a,c
Tues Jan 12	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. DUE 01/25 MIDNIGHT	*1,3,5,6 **a,c
Wed Jan 13			Chp 1 Word Project on SAM	*1,3,5,6 **a,c
Thurs Jan 14			Chp 1 Word Productive Project EXAM on SAM	*1,3,5,6 **a,c
Mon Jan 18	Martin Luther King Jr. HOLIDAY-NO CLASS			
Tues Jan 19			Chp 1 Word Training on SAM Chp 1 Word Productive Training EXAM on SAM DUE 01/25 MIDNIGHT	*1,3,5,6 **a,c
Wed Jan 20		REMINDER: Work Ethics Assessment Due 01/31 MIDNIGHT		
Thurs Jan 21	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. DUE 02/01 MIDNIGHT	*1,2,3,5,6 **a,b,c
Mon Jan 25		REMINDER: Work Ethics Assessment Due 01/31 MIDNIGHT	Chp 2 Word Project on SAM	*1,2,3,5,6 **a,b,c

Weeks 3 & 4 (Jan 26 – Feb 8)

Tues Jan 26			Work Ethics Assessment Due 01/31 MIDNIGHT	*1,2,3,5,6 **a,b,c
Wed Jan 27			Chp 2 Word Productive Project EXAM on SAM	*1,2,3,5,6 **a,b,c
Thurs Jan 28			Chp 2 Word Training on SAM	*1,2,3,5,6 **a,b,c
Mon Feb 1			Chp 2 Word Productive Training EXAM on SAM DUE 02/01 MIDNIGHT	*1,2,3,5,6 **a,b,c
Tues Feb 2			Chapter 2 Productive Project Exam and Training Exam on SAM. DUE 02/02 MIDNIGHT	*1,2,3,5,6 **a,b,c
Wed Feb 3	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. CREATE THE ENVELOPE AND SAVE TO SCREEN ONLY. DUE 02/8 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Feb 4			Chp 3 Word Project on SAM DUE 02/8 MIDNIGHT	*1,2,3,5,6 **a,b,c
Mon Feb 8			Chp 3 Word Productive Project EXAM on SAM	*1,2,3,5,6 **a,b,c

Week 5 (Feb 9 – Feb 15)

Tues Feb 9			Chp 3 Word Training on SAM Chp 3 Word Productive Training EXAM on SAM DUE 02/9 MIDNIGHT	WE
Wed Feb 10	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. DUE 02/15 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Feb 11			Chp 4 Word Project on SAM Chp 4 Word Productive Project EXAM on SAM DUE 02/15 MIDNIGHT	*1,2,3,5,6 **a,b,c

Mon Feb 15			Chp 4 Word Training on SAM	*1,2,3,5,6 **a,b,c
Week 6 (Feb 16 – Feb 22)				
Tues Feb 16			Chp 4 Word Productive Training EXAM on SAM DUE 02/16 MIDNIGHT	*1,2,3,5,6 **a,b,c
Wed Feb 17	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. DUE 02/22 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Feb 18		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 DUE 02/22 MIDNIGHT	*1,2,3,5,6 **a,b,c
Mon Feb 22			Chp 5 Word Training on SAM Chp 5 Word Productive Training EXAM on SAM DUE 02/22 MIDNIGHT	*1,2,3,5,6 **a,b,c
Week 7 (Feb 23 – Feb 29)				
Tues Feb 23	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. DUE 03/07 MIDNIGHT	
Wed Feb 24				*1,2,3,5,6 **a,b,c
Thurs Feb 25				
Mon Feb 29				
Weeks 8 & 9 (Mar 1 – Mar 14)				
Tues Mar 1		Midterm		

Wed Mar 2			Chp 6 Word Project on SAM DUE 03/07 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Mar 3		Mid-Term-Students who withdraw on or before today receive a grade of "W"	Chp 6 Word Productive Project EXAM on SAM	*1,2,3,5,6 **a,b,c
Mon Mar 7			Chp 6 Word Training on SAM Chp 6 Word Productive Training EXAM on SAM DUE 03/07 MIDNIGHT	*1,2,3,5,6 **a,b,c
Tues Mar 8				
Wed Mar 9	7	Creating a Newsletter with a Pull-Quote and Graphics Will need Data Files downloaded	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. DUE 03/14 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Mar 10			Chp 7 Word Project on SAM Chp 7 Word Productive Project EXAM on SAM DUE 03/14 MIDNIGHT	*1,2,3,5,6 **a,b,c
Mon Mar 14			Chp 7 Word Training on SAM Chp 7 Word Productive Training EXAM on SAM DUE 3/14 MIDNIGHT	*1,2,3,5,6 **a,b,c
Week 10 (Mar 15 – Mar 21)				
Tues Mar 15				
Wed Mar 16	8	Using Document Collaboration and Integration Tools Will need Data Files downloaded Will need to open Excel 2010 and Word 2010 together at a point in this chapter You have to read thru the Blog section, BUT YOU DO NOT HAVE TO CREATE A BLOG ACCOUNT	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. DUE 03/21 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Mar 17			Chp 8 Word Project on SAM DUE 03/21 MIDNIGHT	*1,2,3,5,6 **a,b,c

Mon Mar 21			Chp 8 Word Training on SAM DUE 03/21 MIDNIGHT	*1,2,3,5,6 **a,b,c
Week 11 (Mar 22 – Apr 4)				
Tues Mar 22			Chp 8 Word Productive Training EXAM on SAM DUE 03/22 MIDNIGHT	*1,2,3,5,6 **a,b,c
Wed Mar 23	9	Creating a Reference Document with a Table of Contents and an Index Will need Data Files downloaded	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. DUE 04/11 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Mar 24				
Mar 28 - Mar 31	SPRING BREAK – NO CLASS			
Mon Apr 4				
Weeks 12 & 13 (Apr 5 – Apr 18)				
Tues Apr 5			Chp 9 Word Project on SAM DUE 04/11 MIDNIGHT	*1,2,3,5,6 **a,b,c
Wed Apr 6			Chp 9 Word Training on SAM DUE 04/11 MIDNIGHT	*1,2,3,5,6 **a,b,c
Thurs Apr 7			Chp 9 Word Productive Training EXAM on SAM DUE 04/11 MIDNIGHT	*1,2,3,5,6 **a,b,c
Mon Apr 11				
Tues Apr 12				
Wed Apr 13	10	Creating a Template for an Online Form Will need Data Files downloaded	Chapter 10 Work from book (Customer Survey, Kaminsky Survey) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL. DUE 04/18 MIDNIGHT	*1,2,3,5,6,7 **a,b,c
Thurs Apr 14		Spring Activity Day	Chp 10 Word Project on SAM DUE 04/18 MIDNIGHT	*1,2,3,5,6,7 **a,b,c
Mon Apr 18			Chp 10 Word Training on SAM Chp 10 Word Productive Training EXAM on SAM (DUE 04/18 MIDNIGHT)	*1,2,3,5,6,7 **a,b,c

Week 14 (April 19 – April 25)

Tues Apr 19				
Wed Apr 20	11	Enhancing an Online Form, Using Macros, and Adding Digital Signatures Will need Data Files downloaded	Chapter 11 Work from book (Customer Survey Modified) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL. DUE 04/25 MIDNIGHT	*1,2,3,5, 6,7 **a,b,c
Thurs Apr 21				
Mon Apr 25				

Week 15 (April 26 – May 2)

Tues Apr 26			Chp 11 Word Project on SAM DUE 04/26 MIDNIGHT	*1,2,3,5, 6,7 **a,b,c
Wed Apr 27			Chp 11 Word Training on SAM DUE 04/27 MIDNIGHT	*1,2,3,5,6, 7 **a,b,c
Thurs Apr 28			Chp 11 Word Productive Training EXAM on SAM DUE 04/28 MIDNIGHT	*1,2,3,5, 6,7 **a,b,c
Mon May 2		Last Day of Semester		

*** 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.