



BUSN 1400—WORD PROCESSING

COURSE SYLLABUS

Hybrid

Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 4/4500

Class Location: Building 2, Room 2122

Class Meets: 11 a.m. – 12:30 p.m. Tuesday and Thursday (60% Hybrid/40% Online)

Course Reference Number (CRN): 40018

Preferred Method of Contact: Student Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Office Location: Building 2, Room 2123

Office Hours: (Monday) 2:30 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.;
(Thursday) 12:45 – 1:15 p.m.

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:kmountain@southeasterntech.edu)

Phone: 478-289-2220

Fax Number: 478-248-6336

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 STUDENT HANDBOOK

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

REQUIRED TEXT

Shelly Cashman Series® Microsoft® Office 365 & Word 2016: Comprehensive, 1st Edition

Misty E. Vermaat, ISBN-10: 1-305-87101-4, Bound ISBN-13: 978-1-305-87101-4, Looseleaf ISBN: 978-1-337-25119-8

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 \(stcbookstore@southeasterntech.edu\)](mailto:stcbookstore@southeasterntech.edu) or 912-538-3129. SAM ACCESS KEY HAS TO BE BRAND NEW, USED KEY WILL NOT WORK.



REQUIRED SUPPLIES & SOFTWARE

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 College (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 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 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 (HYBRID)

Students are expected to complete all work shown on the attached Lesson Plan. Students are also expected to complete all Module work, project assignments, and tests on the dates specified on the attached Lesson Plan. Assignments will be saved in your BUSN 1400 folder on your P: Drive.

MODULE WORK

Module textbook projects (module work) from the textbook must be completed and submitted in SAM. You are expected to complete all module textbook projects as indicated in your syllabus. If you do not complete the work by the assigned due date, a 50 percent deduction will be taken on your Excel Project for the corresponding module. All projects in SAM and data files must be saved to the student's BUSN 1400 folder on their P: drive. All projects, training, and tests will be completed and submitted in SAM.

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.

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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.

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 February 4, 2017.

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 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" (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

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:

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 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 <http://www.southeasterntech.edu> (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
SAM Projects	30%
SAM Project Exams	35%
SAM Training 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

Work Ethics Assessment Grading Rubric

	Achievement Level 1 (1 point each)	Achievement Level 2 (2 points each)	Achievement Level 3 (3 points each)	Achievement Level 4 (4 points each)	Achievement Level 5 (5 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.

BUSN 1400—Word Processing Applications
Spring Semester 2018 Lesson Plan

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 1 & WEEK 2 January 9-23	Module 1	Creating, Formatting, and Editing a Word Document with Pictures January 15—Martin Luther King Jr. Holiday	In Class— Set up SAM Accounts Review Blackboard Module 1 Textbook Project Work from Book (Surf Flyer) Hybrid— -Module 1 Word Project on SAM -Module 1 Word Project Exam on SAM -Module 1 Word Training on SAM -Module 1 Word Training Exam on SAM DUE January 23 MIDNIGHT	*1,3,5,6 **a,c
WEEK 3 & WEEK 4 January 24 – February 6	Module 2	Creating a Research Paper with References and Sources Work Ethics Assessment	In Class— Module 2 Textbook Project Work from Book (Headphones and Earbuds Paper) Hybrid— -Module 2 Word Project on SAM -Module 2 Word Project Exam on SAM -Module 2 Word Training on SAM -Module 2 Word Training Exam on SAM Work Ethics Assessment DUE February 6 – MIDNIGHT	*1,2,3,4,5,6 **a,b,c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 5 February 7 - 13	Module 3	Creating a Business Letter with a Letterhead and Table Save the envelope by adding it to the document. See page 173.	In Class— Module 3 Textbook Project Work from Book (Apple Park Letterhead, Lee Vendor Letter) Hybrid— -Module 3 Word Project (SAM) -Module 3 Word Project Exam (SAM) -Module 3 Word Training (SAM) -Module 3 Word Training Exam (SAM) DUE February 13—MIDNIGHT	*1,2,3,4,5,6 **a,b,c
WEEK 6 February 14 - 20	Module 4	Creating a Document with a Title Page, Lists, Tables, and a Watermark	In Class— Module 4 Textbook Project Work from Book (Animal Clinic Title Page, Animal Clinic Sales Proposal) Hybrid— -Module 4 Word Project (SAM) -Module 4 Word Project Exam (SAM) -Module 4 Word Training (SAM) -Module 4 Word Training Exam (SAM) DUE February 20—MIDNIGHT	*1,2,3,4,5,6 **a,b,c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 7 February 21 - 27	Module 5	Using a Template to Create a Resume and Sharing a Finished Document Read the SEND THE SHARE Document and EMAIL. You do not have to send.	In Class— Module 5 Textbook Project Work from Book (Yazzie Resume.docx, Yassie Resume.pdf, Yazzie Resume.doc, Yazzie Resume.mht) Hybrid— -Module 5 Word Project on SAM -Module 5 Word Project Exam (SAM) -Module 5 Word Training (SAM) -Module 5 Word Training Exam (SAM) DUE February 27—MIDNIGHT	*1,2,3,4,5,6 **a,b,c
WEEK 8 & 9 February 28 – March 13	Module 6	Generating Form Letters, Mailing Labels, and a Directory Will need Data Files downloaded	In Class— Module 6 Textbook Project Work from Book (Yazzie Cover Letter, Yazzie Prospective Employers.mdb, Yazzie Merged Letters, Yazzie Mailing Labels, Yazzie Potential Employer Directory) Hybrid— -Module 6 Word Project (SAM) -Module 6 Word Project Exam (SAM) -Module 6 Word Training (SAM) -Module 6 Word Training Exam (SAM) DUE March 13—MIDNIGHT	*1,2,3,4,5,6 **a,b,c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 10 March 14 - 20	Module 7	<p>Creating a Newsletter with a Pull-Quote and Graphics</p> <p>Will need Data Files downloaded</p> <p>March 19, 2018 – 65% Point</p>	<p>In Class— Module 7 Textbook Project Work from Book (Security Trends Newsletter, Biometrics Diagram Modified)</p> <p>Hybrid— -Module 7 Word Project (SAM) -Module 7 Word Project Exam (SAM) -Module 7 Word Training (SAM) -Module 7 Word Training Exam (SAM)</p> <p>DUE March 20—MIDNIGHT</p>	*1,2,3,4,5,6 **a,b,c
WEEK 11 March 21 - 27	Module 8	<p>Using Document Collaboration, Integration, and Charting Tools</p> <p>Will need Data Files downloaded</p> <p>Will need to open Excel 2016 and Word 2016 together at a point in this Module</p> <p>You do not have to publish a blog account.</p>	<p>In Class— Module 8 Textbook Project Work from Book (Fitness Center Revenue Comparison Memo with Comments and Tracked Changes, Fitness Center Revenue Comparison Memo Reviewed, Fitness Center Revenue Comparison Memo with Table and Clustered Chart, Fitness Center Revenue Comparison Memo with Table and 3-D Clustered Chart)</p> <p>Hybrid— -Module 8 Word Project (SAM) -Module 8 Word Project Exam (SAM) -Module 8 Word Training (SAM) -Module 8 Word Training Exam (SAM)</p> <p>DUE March 27—MIDNIGHT</p>	*1,2,3,4,5,6 **a,b,c
April 2-8		SPRING BREAK (No Classes)		

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 12 & WEEK 13 March 28 – April 17	Module 9	Creating a Reference Document with a Table of Contents and an Index Will need Data Files downloaded SPRING BREAK – APRIL 2 –8, 2018 NO CLASSES WILL MEET DURING THIS TIME.	In Class— Module 9 Textbook Project Work from Book (Inserting Graphics Final, Using Microsoft Word 2016- Inserting Graphics Guide) Hybrid— -Module 9 Word Project (SAM) -Module 9 Word Project Exam (SAM) -Module 9 Word Training (SAM) -Module 9 Word Training Exam (SAM) DUE April 17—MIDNIGHT	*1,2,3,4,5,6 **a,b,c
WEEK 14 April 18 - 24	Module 10	Creating a Template for an Online Form Will need Data Files downloaded	In Class— Module 10 Textbook Project Work from Book (Coffeehouse Customer Survey, Berkshire Survey) Hybrid— -Module 10 Word Project (SAM) -Module 10 Word Project Exam (SAM) -Module 10 Word Training (SAM) -Module 10 Word Training Exam (SAM) DUE April 24—MIDNIGHT	*1,2,3,4,5,6 **a,b,c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 15 April 25 - May 1	Module 11	Enhancing an Online Form and Using Macros Will need Data Files downloaded SPRING SEMESTER ENDS	In Class— Module 11 Textbook Project Work from Book (Coffeehouse Customer Survey Modified.dotm) Hybrid— -Module 11 Word Project (SAM) -Module 11 Word Project Exam (SAM) -Module 11 Word Training (SAM) -Module 11 Word Training Exam (SAM) DUE May 1—MIDNIGHT	*1,2,3,4,5,6,7 **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.