BUSN 1400 WORD PROCESSING

COURSE SYLLABUS
Hybrid
Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 4/4500
Class Location: Room 806 Gillis Medical Building
Class Meets: 9:30 a.m. – 11:00 a.m. Monday and Wednesday (60% Hybrid/40% Online)
Course Reference Number (CRN): 40020
Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Whitfield
Office Location: 804 Gillis Medical Building
Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday
Email Address: Linda Whitfield (lwhitfield@southeasterntech.edu)
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 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).

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 or 912-538-3129. SAM ACCESS KEY HAS TO BE BRAND NEW, USED KEY WILL NOT WORK.
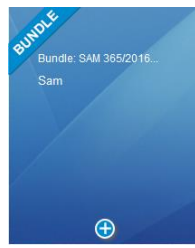
REQUIRED SUPPLIES & SOFTWARE

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 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.

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, discussion boards, and tests on the dates specified on the attached Lesson Plan. Assignments will be saved via the One Drive, Remote Lab, Blackboard, or SAM.

MODULE WORK

Module Work will be checked to ensure that work is consistently being completed. Assignments must be saved to the corresponding module's drop box. You are expected to complete all Module Work 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 Word Project for the corresponding module.

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), 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), 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 accessed 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 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st 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 Southeastern Technical College's Website (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA 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 (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.**

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 8 - 21	Module 1	Creating, Formatting, and Editing a Word Document with Pictures JANUARY 15 WILL BE A SCHOOL HOLIDAY. NO CLASSES WILL MEET THIS DAY.	In Class— Set up SAM Accounts Review Blackboard Module 1 Work from Book (Surf Flyer) Place in Blackboard Dropbox Hybrid— Module 1 WD Project on SAM Module 1 WD Project Exam on SAM Module 1 WD Training on SAM Module 1 WD Training Exam on SAM DUE January 21 MIDNIGHT	1,3,5,6 a,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 3 & WEEK 4 January 22 – February 4	Module 2	Creating a Research Paper with References and Sources Work Ethics Assessment	In Class— Module 2 Work from Book (Headphones and Earbuds Paper) Place in Blackboard Dropbox Hybrid— Module 2 WD Project on SAM Module 2 WD Project Exam on SAM Module 2 WD Training on SAM Module 2 WD Training Exam on SAM Work Ethics Assessment DUE February 4 MIDNIGHT	1,2,3,4,5,6 a,b,c
WEEK 5 February 5 - 11	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 Work from Book (Apple Park Letterhead, Lee Vendor Letter) Place in Blackboard Dropbox Hybrid— Module 3 WD Project on SAM Module 3 WD Project Exam on SAM Module 3 WD Training on SAM Module 3 WD Training Exam on SAM DUE February 11 MIDNIGHT	*1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 6 February 12 - 18	Module 4	Creating a Document with a Title Page, Lists, Tables, and a Watermark	In Class— Module 4 Work from Book (Animal Clinic Title Page, Animal Clinic Sales Proposal) Place in Blackboard Dropbox Hybrid— Module 4 WD Project on SAM Module 4 WD Project Exam on SAM Module 4 WD Training on SAM Module 4 WD Training Exam on SAM DUE February 18 MIDNIGHT	1,2,3 4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 7 February 19 - 25	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 Work from Book (Yazzie Resume.docx, Yassie Resume.pdf, Yazzie Resume.doc, Yazzie Resume.mht) Place in Blackboard Dropbox Hybrid— Module 5 WD Project on SAM Module 5 WD Project Exam on SAM Module 5 WD Training on SAM Module 5 WD Training Exam on SAM DUE February 25 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 8 & 9 February 26 – March 11	Module 6	Generating Form Letters, Mailing Labels, and a Directory Will need Data Files downloaded	In Class— Module 6 Work from Book (Yazzie Cover Letter, Yazzie Prospective Employers.mdb, Yazzie Merged Letters, Yazzie Mailing Labels, Yazzie Potential Employer Directory) Place in Blackboard Dropbox Hybrid— Module 6 WD Project on SAM Module 6 WD Project Exam on SAM Module 6 WD Training on SAM Module 6 WD Training Exam on SAM DUE March 11 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 10 March 12 - 18	Module 7	Creating a Newsletter with a Pull-Quote and Graphics Will need Data Files downloaded	In Class— Module 7 Work from Book (Security Trends Newsletter, Biometrics Diagram Modified) Place in Blackboard Dropbox Hybrid— Module 7 WD Project on SAM Module 7 WD Project Exam on SAM Module 7 WD Training on SAM Module 7 WD Training Exam on SAM DUE March 18 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 11 March 19 - 25	Module 8	Using Document Collaboration, Integration, and Charting Tools Will need Data Files downloaded Will need to open Excel 2016 and Word 2016 together at a point in this Module You do not have to publish a blog account.	In Class— Module 8 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) Place in Blackboard Dropbox Hybrid— Module 8 WD Project on SAM Module 8 WD Project Exam on SAM Module 8 WD Training on SAM Module 8 WD Training Exam on SAM DUE March 25 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 12 & WEEK 13 March 26 – April 15	Module 9	Creating a Reference Document with a Table of Contents and an Index Will need Data Files downloaded SPRING BREAK WILL BE HELD APRIL 2 – APRIL 8. NO CLASSES WILL MEET DURING THIS TIME.	In Class— Module 9 Work from Book (Inserting Graphics Final, Using Microsoft Word 2016-Inserting Graphics Guide) Place in Blackboard Dropbox Hybrid— Module 9 WD Project on SAM Module 9 WD Project Exam on SAM Module 9 WD Training on SAM Module 9 WD Training Exam on SAM DUE April 15 MIDNIGHT	1,2,3,4,5,6 a,b,c
WEEK 14 April 16 - 22	Module 10	Creating a Template for an Online Form Will need Data Files downloaded	In Class— Module 10 Work from Book (Coffeehouse Customer Survey, Berkshire Survey) Place in Blackboard Dropbox Hybrid— Module 10 WD Project on SAM Module 10 WD Project Exam on SAM Module 10 WD Training on SAM Module 10 WD Training Exam on SAM DUE April 22 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 15 April 23 - 30	Module 11	Enhancing an Online Form and Using Macros Will need Data Files downloaded	In Class— Module 11 Work from Book (Coffeehouse Customer Survey Modified.dotm) Place in Blackboard Dropbox Hybrid— Module 11 WD Project on SAM Module 11 WD Project Exam on SAM Module 11 WD Training on SAM Module 11 WD Training Exam on SAM DUE April 29 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.