



WORD PROCESSING APPLICATIONS/BUSN 1400 COURSE SYLLABUS HYBRID Spring Semester 2017

Semester: Spring 2017

Course Title: Word Processing Applications

Course Number: BUSN 1400

Credit Hours/ Minutes: 4 / 4500

Class Location: Room 806, Gillis Medical Building

Class Meets: 10:00 a.m. – 10:45 a.m. / M – Th//60% in class and 40% online

CRN: 40030

Instructor: Linda Whitfield

Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday

Office Location: Room 804, Gillis Medical Building

Email Address: lwhitfield@southeasterntech.edu*

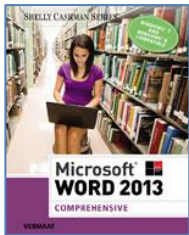
*This is my preferred method of contact.

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.

REQUIRED TEXT:



Microsoft® Word 2013: Comprehensive, 1st Edition

Misty E. Vermaat Purdue University Calumet

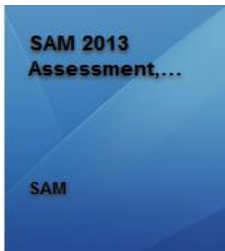
ISBN-10: 1285167686

ISBN-13: 9781285167688

888 Pages Paperback

Previous Editions: 2012, 2008

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Also Need: (If taken a SAM 2010 or 2013 course previously, contact instructor for your keycode. No need to purchase. Please contact me the first week of class.)

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 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!

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 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: 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: 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.** 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 mmddy format.

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.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285167688&token=200F70F89D9D794E0C004F85CBDC0EEF2177794DAEA81CACAF358E0DF2DD2F9BA1E847D53CF1275575CDC79CEF52DDC811BC876A1636CA103915EB2713D7621121DD03CBA815EE4

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 29, 2017, midnight.**

ATTENDANCE GUIDELINES: 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 also 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 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, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Assignments must be completed on the specified date. All work must be turned in at the beginning 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.

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: STATEMENT OF NON-DISCRIMINATION: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

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

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

ACCESS TO TECHNOLOGY: Students can now access BlackBoard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website 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 Exam. 					

**BUSN 1400/WORD PROCESSING
SPRING SEMESTER 2017 LESSON PLAN**

Date	Chap / Less	Content **Gray area indicates hybrid/online component	Assignments & Tests Due	Comp Area
Week 1 & Week 2 (Jan 9 – Jan 22)				
Mon Jan 9		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
10	1	Creating, Formatting, and Editing a Word Document with A Picture	Chapter 1 Work from book (Adventure Flyer) PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL. DO NOT PRINT DUE 01/22 MIDNIGHT	
11			Chp 1 Word Project on SAM DUE 01/22 MIDNIGHT	
12			Chp 1 Word Productive Project EXAM on SAM DUE 01/22 MIDNIGHT	
16 HOLIDAY-NO CLASS				
17				
18				
19		REMINDER: Work Ethics Assessment Due 01/29 MIDNIGHT	Chp 1 Word Training on SAM DUE 01/22 MIDNIGHT Chp 1 Word Productive Training EXAM on SAM DUE 01/22 MIDNIGHT	
Week 3 & Week 4 (Jan 23 – Feb 5)				
Mon Jan 23	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. DO NOT PRINT DUE 02/05 MIDNIGHT	*1,2,3,5,6 **a,b,c
24		REMINDER: Work Ethics Assessment Due 01/29 MIDNIGHT	Chp 2 Word Project on SAM DUE 02/05 MIDNIGHT	
25			Work Ethics Assessment Due 01/29 MIDNIGHT	
26		REMINDER: Work Ethics Assessment Due 01/29 MIDNIGHT	Chp 2 Word Productive Project EXAM on SAM DUE 02/05 MIDNIGHT	
30				
31				
Feb 1				
2			Chp 2 Word Training on SAM DUE 02/05 MIDNIGHT Chp 2 Word Productive Training EXAM on SAM DUE 02/05 MIDNIGHT	

Week 5 (Feb 6 – Feb 12)				
Mon Feb 6	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. DO NOT PRINT CREATE THE ENVELOPE AND SAVE TO SCREEN ONLY. DUE 02/12 MIDNIGHT	*1,2,3,5,6 **a,b,c
7			Chp 3 Word Project on SAM DUE 02/12 MIDNIGHT	
8			Chp 3 Word Productive Project EXAM on SAM DUE 02/12 MIDNIGHT	
9			Chp 3 Word Training on SAM DUE 02/12 MIDNIGHT Chp 3 Word Productive Training EXAM on SAM DUE 02/12 MIDNIGHT	
Week 6 (Feb 13 – Feb 19)				
Mon Feb 13	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 02/19 MIDNIGHT	*1,2,3,5,6 **a,b,c
14			Chp 4 Word Project on SAM DUE 02/19 MIDNIGHT Chp 4 Word Productive Project EXAM on SAM DUE 02/19 MIDNIGHT	
15			Chp 4 Word Training on SAM DUE 02/19 MIDNIGHT Chp 4 Word Productive Training EXAM on SAM DUE 02/19 MIDNIGHT	
16				
Week 7 (Feb 20 – Feb 26)				
Mon Feb 20	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 02/26 MIDNIGHT	*1,2,3,5,6 **a,b,c
21		You have to read thru the SkyDrive section, BUT YOU DO NOT HAVE TO CREATE AN ACCOUNT	Chp 5 Word Project on SAM DUE 02/26 MIDNIGHT Chp 5 Word Productive Project EXAM on SAM DUE 02/26 MIDNIGHT	
22			Chp 5 Word Training on SAM DUE 02/26 MIDNIGHT Chp 5 Word Productive Training EXAM on SAM DUE 02/26 MIDNIGHT	
23				

Week 8 & Week 9 (Feb 27 – Mar 12)

Mon Feb 27	6	<p>Generating Form Letters, Mailing Labels, and a Directory</p> <p>Read thru email section</p>	<p>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)</p> <p>PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.</p> <p>DUE 03/12 MIDNIGHT</p>	*1,2,3,5,6 **a,b,c
28				
Mar 1				
2				
6			<p>Chp 6 Word Project on SAM</p> <p>DUE 03/12 MIDNIGHT</p>	
7		<p>Mid-Term-Students who withdraw on or before today receive a grade of “W”</p>	<p>Chp 6 Word Productive Project EXAM on SAM</p> <p>DUE 03/12 MIDNIGHT</p>	
8			<p>Chp 6 Word Training on SAM</p> <p>DUE 03/12 MIDNIGHT</p> <p>Chp 6 Word Productive Training EXAM on SAM</p> <p>DUE 03/12 MIDNIGHT</p>	
9				

Week 10 (Mar 13 – Mar 19)

Mon Mar 13	7	<p>Creating a Newsletter with a Pull-Quote and Graphics</p> <p>Will need Data Files downloaded</p>	<p>Chapter 7 Work from book (Campus Post Newsletter, Information Literacy Diagram Modified)</p> <p>PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.</p> <p>DUE 03/19 MIDNIGHT</p>	*1,2,3,5,6 **a,b,c
14			<p>Chp 7 Word Project on SAM</p> <p>DUE 03/19 MIDNIGHT</p> <p>Chp 7 Word Productive Project EXAM on SAM</p> <p>DUE 03/19 MIDNIGHT</p>	
15			<p>Chp 7 Word Training on SAM</p> <p>Chp 7 Word Productive Training EXAM on SAM</p> <p>DUE 3/19 MIDNIGHT</p>	
16				

Week 11 (Mar 20 – Mar 26)

Mon Mar 20	8	<p>Using Document Collaboration, Integration, and Chartin Tools</p> <p>Will need Data Files downloaded</p> <p>Will need to open Excel 2013 and Word 2013 together at a point in this chapter</p> <p>You have to read thru the Blog section, BUT YOU DO NOT HAVE TO CREATE A BLOG ACCOUNT</p>	<p>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)</p> <p>PLACE IN IDS – P: drive – BUSN 1400 folder. DO NOT PRINT OR EMAIL.</p> <p>DUE 03/26 MIDNIGHT</p>	*1,2,3,5,6 **a,b,c
21			<p>Chp 8 Word Project on SAM</p> <p>DUE 03/26 MIDNIGHT</p>	
22			<p>Chp 8 Word Training on SAM</p> <p>DUE 03/26 MIDNIGHT</p>	

23			Chp 8 Word Productive Training EXAM on SAM DUE 03/26 MIDNIGHT	
Week 12 & Week 13 (Mar 27 – Apr 9)				
Mon Mar 27	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 04/09 MIDNIGHT	*1,2,3,5,6 **a,b,c
28				
29				
30				
Apr 3			Chp 9 Word Project on SAM DUE 04/09 MIDNIGHT	
4			Chp 9 Word Training on SAM DUE 04/09 MIDNIGHT	
5			Chp 9 Word Productive Training EXAM on SAM DUE 04/09 MIDNIGHT	
6				
Week 14 (April 10 – April 16)				
Mon Apr 10	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 04/16 MIDNIGHT	*1,2,3,5,6,7 **a,b,c
11			Chp 10 Word Project on SAM DUE 04/16 MIDNIGHT	
12			Chp 10 Word Training on SAM DUE 04/16 MIDNIGHT Chp 10 Word Productive Training EXAM on SAM DUE 04/16 MIDNIGHT	
13				
Week 15 (April 17 – Apr 24)				
Mon Apr 17	11	Enhancing an Online Form and Using Macros 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 04/23 MIDNIGHT	*1,2,3,5,6,7 **a,b,c
18			Chp 11 Word Project on SAM DUE 04/23 MIDNIGHT	
19			Chp 11 Word Training on SAM DUE 04/23 MIDNIGHT	
20			Chp 11 Word Productive Training EXAM on SAM DUE 04/23 MIDNIGHT	*1,2,3,5,6,7 **a,b,c
24		Semester Ends Last Day of Class		

*** 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.