



BUSN 1400 WORD PROCESSING

COURSE SYLLABUS

Hybrid

Spring Semester 2020

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): 40078

Preferred Method of Contact: email lwhitfield@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Whitfield

Email Address: [Linda Whitfield \(lwhitfield@southeasterntech.edu\)](mailto:Linda.Whitfield@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/804 Gillis Medical Building

Office Hours: 2:00 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 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

Cengage Unlimited Printed Access Card

Semester Access (4 months) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore stcbookstore@southeasterntech.edu or 912-538-3129 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is 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: Skills Assessment Manager (SAM) 365/2016 Assessment, Training, & Projects 1st Edition Printed Access Card, Cengage Learning, ISBN-13: 978-1-337-11392-2



REQUIRED SUPPLIES & SOFTWARE

Microsoft Word 2016, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Students can **download** Word 2016 from the Office 365 given by STC for free (NO NEED TO PURCHASE). Assignments will be saved via the One Drive, Personal Drive, or Flash, Blackboard, or SAM.

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 (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, Personal Drive, Flash Drive and uploaded to Blackboard or SAM. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

MODULE WORK

Module Work will be checked to ensure that work is consistently being completed. Assignments must be saved to the One Drive, Personal Drive, or Flash Drive and submitted to the instructor by the due date. 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.

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: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto: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: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto: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 assessed 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 8, 2020.

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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 165 Phone: 912-538-3126 Email: Helen Thomas	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas

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
hthomas@southeasterntech.edu	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's Website \(www.southeasterntech.edu\)](http://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 Productive Project Exams	35%
SAM Productive 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 demonstrate s 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 2020 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 8	Module 1	First Day of the Semester Introduction to Course Review Course Syllabus/Lesson Plan Note: The documents you create working through the textbook are considered as Module Textbook projects and should be save to your Personal Drive (P Drive) or Flash Drive. The Projects, Project Exams, Trainings, and Training Exams will be taken in SAM. You must score a grade of 100% on the Training to be able to access the Training Exam.	In Class Create BUSN 1400 folder on P drive or Flash Drive Set up SAM Accounts Review Blackboard Hybrid Required Orientation Assignments: Click the Getting Started link on the course menu in the Blackboard course and complete the items. Complete the orientation, assignments, Pledge and Student Introductions. DUE January 9 MIDNIGHT	

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
January 8 - 26	Module 1	Creating, Formatting, and Editing a Word Document with Pictures NO CLASS ON MONDAY, JANUARY 20 HOLIDAY	In Class Module 1 Work from Book (Surf Flyer) 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 26 MIDNIGHT	1,3,5,6 a,c
January 27 - February 2	Module 2	Creating a Research Paper with References and Sources	In Class Module 2 Work from Book (Headphones and Earbuds Paper) 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 DUE February 2 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
February 3 - 9	Module 3	<p>Creating a Business Letter with a Letterhead and Table</p> <p>Save the envelope by adding it to the document. See page 173.</p>	<p>In Class Module 3 Work from Book (Apple Park Letterhead, Lee Vendor Letter)</p> <p>Hybrid Module 3 WD Project on SAM</p> <p>Module 3 WD Project Exam on SAM</p> <p>Module 3 WD Training on SAM</p> <p>Module 3 WD Training Exam on SAM</p> <p>DUE February 9 MIDNIGHT</p>	1,2,3,4,5,6 a,b,c
February 10 - 16	Module 4	<p>Creating a Document with a Title Page, Lists, Tables, and a Watermark</p>	<p>In Class Module 4 Work from Book (Animal Clinic Title Page, Animal Clinic Sales Proposal)</p> <p>Hybrid Module 4 WD Project on SAM</p> <p>Module 4 WD Project Exam on SAM</p> <p>Module 4 WD Training on SAM</p> <p>Module 4 WD Training Exam on SAM</p> <p>Work Ethics Assessment</p> <p>DUE February 16 MIDNIGHT</p>	1,2,3 4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
February 17 - 23	Module 5	<p>Using a Template to Create a Resume and Sharing a Finished Document</p> <p>Read the SEND THE SHARE Document and EMAIL. You do not have to send.</p> <p>Work Ethics Assessment Due March 8 Midnight</p>	<p>In Class</p> <p>Module 5 Work from Book (Yazzie Resume.docx, Yassie Resume.pdf, Yazzie Resume.doc, Yazzie Resume.mht)</p> <p>Hybrid</p> <p>Module 5 WD Project on SAM</p> <p>Module 5 WD Project Exam on SAM</p> <p>Module 5 WD Training on SAM</p> <p>Module 5 WD Training Exam on SAM</p> <p>DUE February 23 MIDNIGHT</p>	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
February 24 – March 8	Module 6	Generating Form Letters, Mailing Labels, and a Directory Will need Data Files downloaded Work Ethics Assessment Due March 8 Midnight	In Class Module 6 Work from Book (Yazzie Cover Letter, Yazzie Prospective Employers.mdb, Yazzie Merged Cover Letters, Yazzie Merged Mailing Labels, Yazzie Merged Potential Employer Directory) 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 Work Ethics Assessment DUE March 8 MIDNIGHT	1,2,3,4,5,6 a,b,c
March 9 - 15	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) 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 15 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
March 16 - 22	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</p> <p>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)</p> <p>Hybrid</p> <p>Module 8 WD Project on SAM</p> <p>Module 8 WD Project Exam on SAM</p> <p>Module 8 WD Training on SAM</p> <p>Module 8 WD Training Exam on SAM</p> <p>DUE March 22 MIDNIGHT</p>	1,2,3,4,5,6,7 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
March 23 – April 5	Module 9	Creating a Reference Document with a Table of Contents and an Index Will need Data Files downloaded SPRING BREAK APRIL 6 - 9	In Class Module 9 Work from Book (Using Microsoft Word 2016-Inserting Graphics Guide) Only Save the PDF of this assignment 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 5 MIDNIGHT	1,2,3,4,5,6,7 a,b,c
April 13 - 19	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) 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 19 MIDNIGHT	1,2,3,5,6,7 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
April 20 - 29	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) 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 27 MIDNIGHT	1,2,3,5,6,7 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.