



## **BUSN 1400—WORD PROCESSING**

### **COURSE SYLLABUS**

**Hybrid**

**Spring Semester 2019**

#### **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): 40173

Preferred Method of Contact: email [kmountain@southeasterntech.edu](mailto:kmountain@southeasterntech.edu)

#### **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:Karen.H.Mountain@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**

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](mailto: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). Students will be saving assignments to the SAM application and uploading to the Blackboard course.

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 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. 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 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. 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.

## **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 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

## **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 1208  
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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” 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 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” 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 February 4, 2019.

### **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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## 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](http://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

	<b>Achievement Level 1 (1 point each)</b>	<b>Achievement Level 2 (2 points each)</b>	<b>Achievement Level 3 (3 points each)</b>	<b>Achievement Level 4 (4 points each)</b>	<b>Achievement Level 5 (5 points each)</b>
<b>Sentence Length and Knowledge</b>	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.
<b>Spelling/Grammar and Sentence Structure</b>	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 2019 Lesson Plan**

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<b>First Day of Class</b>  January 8	Module 1	First Day of the Semester Introduction to Course Review Course Syllabus/Lesson Plan  Note: All of your Module projects and tests will be completed in SAM. The documents you create working through the textbook are considered as Module Textbook projects and should be save to your Personal Drive (P Drive).	In Class— Create BUSN 1400 folder on P: 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 8 MIDNIGHT	
<b>WEEK 1 &amp; WEEK 2</b>  January 8 -21	Module 1	Creating, Formatting, and Editing a Word Document with Pictures  <b>January 21—Martin Luther King Jr. Holiday</b>	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 21 MIDNIGHT	1,3,5,6 a,c



<b>Date/ Week</b>	<b>Module</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
<b>WEEK 3 &amp; WEEK 4</b>  January 22 – February 4	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 4 – MIDNIGHT	*1,2,3,4,5,6 **a,b,c
<b>WEEK 5</b>  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 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 11—MIDNIGHT	*1,2,3,4,5,6 **a,b,c

<b>Date/ Week</b>	<b>Module</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
<b>WEEK 6</b>  February 12 - 18	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 18—MIDNIGHT	*1,2,3,4,5,6 **a,b,c
<b>WEEK 7</b>  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 Textbook Project Work from Book (Yazzie Resume.docx, Yazzie 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 25—MIDNIGHT	*1,2,3,4,5,6 **a,b,c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<b>WEEK 8 &amp; 9</b>  February 26 – March 11	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 11—MIDNIGHT	*1,2,3,4,5,6 **a,b,c
<b>WEEK 10</b>  March 12 - 18	Module 7	Creating a Newsletter with a Pull- Quote and Graphics  Will need Data Files downloaded  March 18, 2019 – <b>65% Point</b>	In Class— Module 7 Textbook Project Work from Book (Security Trends Newsletter, Biometrics Diagram Modified)  Hybrid— -Module 7 Word Project (SAM) -Module 7 Word Project Exam (SAM) -Module 7 Word Training (SAM) -Module 7 Word Training Exam (SAM)  DUE March 18—MIDNIGHT	*1,2,3,4,5,6 **a,b,c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<b>WEEK 11</b>  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 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)  Hybrid— -Module 8 Word Project (SAM) -Module 8 Word Project Exam (SAM) -Module 8 Word Training (SAM) -Module 8 Word Training Exam (SAM)  DUE March 25—MIDNIGHT	*1,2,3,4,5,6 **a,b,c
<b>WEEK 12 &amp; WEEK 13</b>  March 26 – April 15	Module 9	Creating a Reference Document with a Table of Contents and an Index  Will need Data Files downloaded  <b>SPRING BREAK – APRIL 1 –4, 2019</b> <b>NO CLASSES WILL MEET DURING THIS TIME.</b>	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 15—MIDNIGHT	*1,2,3,4,5,6 **a,b,c

<b>Date/ Week</b>	<b>Module</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
<b>WEEK 14</b>  April 16 - 22	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 22—MIDNIGHT	*1,2,3,4,5,6 **a,b,c
<b>WEEK 15</b>  April 23 - 29	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 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.