



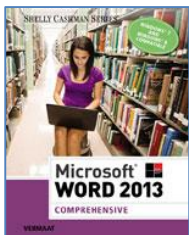
**WORD PROCESSING  
APPLICATIONS/BUSN 1400  
COURSE SYLLABUS  
HYBRID  
Summer Semester 2016**

Semester: Sumer 2016  
Course Title: Word Processing Applications  
Course Number: BUSN 1400  
Credit Hours/ Minutes: 4 / 4500  
Class Location: Room 806, Gillis Medical Building  
Class Meets: 8:00 a.m. – 9:15 a.m. / M – Th//60% in class and 40% online  
CRN: 60014

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

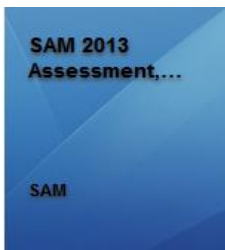
**ISBN-10: 1285167686**

ISBN-13: 9781285167688

888 Pages Paperback

Previous Editions: 2012, 2008

© 2014 | Published



**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.** Assignments will be saved via the Remote Lab Information Delivery System (CITRIX – IDS) to the BUSN 1400 folder. 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 mmddyy 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.wadsworth.com/cgi-wadsworth/course\\_products\\_wp.pl?fid=M20b&product\\_isbn\\_issn=9781439079003&token=](http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781439079003&token=)

**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 June 12, 2016, midnight.**

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (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" 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**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](http://www.southeasterntech.edu).

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY <b>STATEMENT:</b> <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.)
<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.

- 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  
SUMMER SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content <b>**Gray area indicates online component</b>	Assignments & Tests Due	Comp Area
<b>Week 1 (May 18 – May 29)</b>				
Wed May 18		Class Introduction – Syllabus, Outline, Work Ethics, Rules, Regulations Coverage, Create BUSN 1400 Folder		*1,3,5,6 **a,c
19	1	<b>Creating, Formatting, and Editing a Word Document with Pictures</b>	Chapter 1 Work from book ( <b>Adventure Flyer</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 05/29 MIDNIGHT</b>	
23				
24			Chp 1 Word Project on <b>SAM</b> <b>DUE 05/29 MIDNIGHT</b>	
25			<b>Chp 1 Word Productive Project EXAM on SAM</b> <b>DUE 05/29 MIDNIGHT</b>	
26		<b>REMINDER: Work Ethics Assessment Due 06/12 MIDNIGHT</b>	<b>Chp 1 Word Training on SAM</b> <b>Chp 1 Word Productive Training EXAM on SAM</b> <b>DUE 05/29 MIDNIGHT</b>	
<b>Week 2 (May 30– June 5)</b>				
Mon May 30	<b>HOLIDAY-NO CLASS</b>			
31	2	<b>Creating a Research Paper with References and Sources</b>	Chapter 2 Work from book ( <b>Biometric Devices Paper</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 06/05 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
June 1			Chp 2 Word Project on <b>SAM</b> <b>Chp 2 Word Productive Project EXAM on SAM</b> <b>DUE 06/05 MIDNIGHT</b>	
2		<b>REMINDER: Work Ethics Assessment Due 06/12 MIDNIGHT</b>	<b>Chp 2 Word Training on SAM</b> <b>Chp 2 Word Productive Training EXAM on SAM</b> <b>DUE 06/05 MIDNIGHT</b>	
<b>Week 3 (June 6 – June 12)</b>				
Mon June 6	3	<b>Creating a Business Letter with a Letterhead and Table</b> Read through E-mail section.	Chapter 3 Work from book ( <b>Samaras Letterhead, Samaras Thank You Letter, Samaras Envelopes</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 06/12 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
7			Chp 3 Word Project on <b>SAM</b> <b>Chp 3 Word Productive Project EXAM on SAM</b> <b>DUE 06/12 MIDNIGHT</b>	
8			<b>Chp 3 Word Training on SAM</b> <b>Chp 3 Word Productive Training EXAM on SAM</b> <b>DUE 06/12 MIDNIGHT</b>	

9			<b>Work Ethics Assessment Due 06/12 MIDNIGHT</b>	
<b>Week 4 (June 13 – June 19)</b>				
Mon June 13	4	<b>Creating a Document with a Title Page, Lists, Tables, and a Watermark</b>	Chapter 4 Work from book ( <b>Paw Ridge Title Page, Paw Ridge Sales Proposal</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 06/19 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
14			Chp 4 Word Project on <b>SAM</b> <b>Chp 4 Word Productive Project EXAM on SAM</b> <b>DUE 06/19 MIDNIGHT</b>	
15			<b>Chp 4 Word Training on SAM</b> <b>Chp 4 Word Productive Training EXAM on SAM</b> <b>DUE 06/19 MIDNIGHT</b>	
16				
<b>Week 5 (June 20 – June 26)</b>				
Mon June 20	5	<b>Using a Template to Create a Resume and Sharing a Finished Document</b>  <b>You have to read thru the SkyDrive section, BUT YOU DO NOT HAVE TO CREATE AN ACCOUNT</b>	Chapter 5 Work from book ( <b>Green Resume .docx, Green Resume.pdf , Green Resume.doc, Green Resume.mht</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 06/26 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
21			Chp 5 Word Project on <b>SAM</b> <b>Chp 5 Word Productive Project EXAM on SAM.</b> <b>DUE 06/26 MIDNIGHT</b>	
22			<b>Chp 5 Word Training on SAM</b> <b>Chp 5 Word Productive Training EXAM on SAM</b> <b>DUE 06/26 MIDNIGHT</b>	
23				
<b>Week 6 (June 27 – July 3)</b>				
Mon June 27	6	<b>Generating Form Letters, Mailing Labels, and a Directory</b>  Read thru email section	Chapter 6 Work from book ( <b>Green Cover Letter, Job Hunting Folder, Green Prospective Employers.mdb, Green Merged Letters, Green Mailing Labels, , Green Potential Employer Directory</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 07/03 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
28			Chp 6 Word Project on <b>SAM</b> <b>Chp 6 Word Productive Project EXAM on SAM</b> <b>DUE 07/03 MIDNIGHT</b>	
29			<b>Chp 6 Word Training on SAM</b> <b>Chp 6 Word Productive Training EXAM on SAM</b> <b>DUE 07/03 MIDNIGHT</b>	
30				
July 4 – July 10		<b>SUMMER BREAK – NO CLASS</b>		

Week 7 (July 11 – July 17)				
Mon July 11	7	<b>Creating a Newsletter with a Pull-Quote and Graphics</b>  <b>Will need Data Files downloaded</b>	Chapter 7 Work from book ( <b>Campus Post Newsletter, Information Literacy Diagram Modified</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 07/17 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
12			Chp 7 Word Project on <b>SAM</b> <b>Chp 7 Word Productive Project EXAM on SAM</b> <b>DUE 07/17 MIDNIGHT</b>	
13			<b>Chp 7 Word Training on SAM</b> <b>Chp 7 Word Productive Training EXAM on SAM</b> <b>DUE 07/17 MIDNIGHT</b>	
14				
Week 8 (July 18 – July 24)				
Mon July 18	8	<b>Using Document Collaboration and Integration Tools</b>  <b>Will need Data Files downloaded</b> <b>Will need to open Excel 2013 and Word 2013 together at a point in this chapter</b> <b>You have to read thru the Blog section, BUT YOU DO NOT HAVE TO CREATE A BLOG ACCOUNT</b>	Chapter 8 Work from book ( <b>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, Fund-Raising Blog</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 07/24 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
19			Chp 8 Word Project on <b>SAM</b> <b>Chp 8 Word Training on SAM</b> <b>DUE 07/24 MIDNIGHT</b>	
20			<b>Chp 8 Word Productive Training EXAM on SAM</b> <b>DUE 07/24 MIDNIGHT</b>	
21				
Week 9 (July 25 – July 27)				
Mon July 25	9	<b>Creating a Reference Document with a Table of Contents and an Index</b>  <b>Will need Data Files downloaded</b>	Chapter 9 Work from book ( <b>Inserting Various Types of Graphics Final, Learn Word – Guide #9</b> ) PLACE IN IDS – P: drive – BUSN 1400 folder. <b>DUE 07/27 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
26			Chp 9 Word Project on <b>SAM</b> <b>Chp 9 Word Training on SAM</b> <b>Chp 9 Word Productive Training EXAM on SAM</b> <b>DUE 07/27 MIDNIGHT</b>	
27			<b>Last Day of Semester</b>	

**\* 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.