



**BUSN 2160
COURSE SYLLABUS
HYBRID
Summer Semester 2016**

Semester: 2016 Summer Semester 2016
Course Title: Electronic Mail Applications
Course Number: BUSN 2160
Credit Hours/ Minutes: 2/2250
Class Location: Lab 809 Gillis Building
Class Meets: 11:00-12:15 Tuesday & Thursday
(60% F2F, 40% online)
CRN: 60017
Preferred method of contact:
tjernigan@southeasterntech.edu

Instructor: Tina Jernigan
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 807 Gillis Building
Email Address: tjernigan@southeasterntech.edu
Phone: (912) 538-3123
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 Outlook 2013 Complete. Shelly Cashman Series. Freund and Hoisington, ISBN: 978-1-285-16887-6.



REQUIRED SUPPLIES & SOFTWARE: Notebook, pen, pencils. Students will be using Microsoft Outlook 2013 for this course. No storage device is required; students will be saving their work to their student folder (P Drive) as needed. Email training accounts will be set up for each student in the lab to complete assignments. No other email account is required. Assignments will have to be completed in this lab.

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 provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

MAJOR COURSE COMPETENCIES: Internal and External Communication, Message Management, Calendar Management, Contact and Task Management, Security and Privacy.

PREREQUISITE(S): COMP 1000-Introduction to Computers or Guided Elective

COURSE OUTLINE: 1) Internal and External Communication, 2) Message Management, 3) Calendar Management, 4) Contact and Task Management, 5) Security and Privacy.

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 (Hybrid): Students are expected to complete all work required by the instructor. Email training accounts will be setup for each student on the computers in the lab. Most assignments will be printed from Outlook and submitted to instructor for grading. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Any quizzes given during the semester will be averaged together to arrive at one grade for the semester. Students are expected to complete all tests and assignments by the due dates. Bookwork is due at end of scheduled class on due dates. **Students are required to submit (save) all assigned work via their student folders (P drive). Students will create a BUSN 2160 folder to save work in.** Assignments are not accepted late for this class.

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 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 (Tests, quizzes, homework, projects, etc...): Failure to take tests/quizzes will result in a grade of zero. Chapter Tests in Blackboard will be due by midnight. If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam, if applicable. **Makeups are not allowed for 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.

GRADING POLICY

Chapter Assignments 45%
Chapter Tests 45%
Unannounced Quizzes 10%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

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.*

**BUSN 2160-ELECTRONIC MAIL APPLICATIONS (HYBRID)
SUMMER SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due *Shaded area indicates online (hybrid) component *asterisk indicates assignments that will be graded and when due.	Comp Area
Thurs. May 19		First Day of Class: -Introduction to Course -Review Course Syllabus/Lesson Plan -Review Policies/Procedures for Lab -Review Required Software -Create BUSN 2160 student folder on P drive	-Set up email accounts via Outlook *When asked, all email files will be saved to the BUSN 2160 chapter folders on student drive (P drive).	
Tues. May 24	Office 2013	Office 2013/Using Help	-Lecture/Review Office 2013 and Windows Environment	
Thurs. May 26	Office 2013	Office 2013/Using Help	-Finish lecture on Office 2013 Complete: -*Extend Your Knowledge Using Help Page OFF84.	
Tues. May 31	Office 2013 Chapter 1	Office 2013/Using Help Chapter 1: Managing Email Messages with Outlook	*Office 2013 Extend Your Knowledge assignment due. -Chapter 1 lecture/demonstration Pages OUT2-49	*1,2 **a,c
Thurs. June 2	Chapter 1	Chapter 1: Managing Email Messages with Outlook	-Continue lecture on Chapter 1 Complete: -*Apply Your Knowledge Pages OUT50-51 -*In the Lab 1 Page OUT54 -*In the Lab 2 Pages OUT 55-56	*1,2 **a,c
Tues. June 7	Chapter 1	Chapter 1: Managing Email Messages with Outlook	-Continue Chapter 1 in class	*1,2 **a,c
Thurs. June 9	Chapter 1	Chapter 1: Managing Email Messages with Outlook	*Chapter 1 Assignments Due *Chapter 1 Test in Blackboard due by midnight.	*1,2 **a,c
Tues. June 14	Chapter 2	Chapter 2: Managing Calendars with Outlook	-Chapter 2 lecture/demonstration Pages OUT60-115	*3 **a,c
Thurs. June 16	Chapter 2	Chapter 2: Managing Calendars with Outlook	-Continue lecture on Chapter 2 Complete: -*Apply Your Knowledge Pages OUT120-121 -*In the Lab 1 Pages OUT124-125 -*In the Lab 2 Pages OUT125-126	*3 **a,c
Tues. June 21	Chapter 2	Chapter 2: Managing Calendars with Outlook	-Continue Chapter 2 in class	*3 **a,c
Thurs. June 23	Chapter 2	Chapter 2: Managing Calendars with Outlook	*Chapter 2 Assignments Due *Chapter 2 Test in Blackboard due by midnight.	*3 **a,c
Tues. June 28	Chapter 3	Chapter 3: Managing Contacts and Personal Contact Information in Outlook	-Chapter 3 lecture/demonstration Pages OUT130-167	*4 **a,c
Thurs. June 30	Chapter 3	Chapter 3: Managing Contacts and Personal Contact Information in Outlook	-Continue lecture on Chapter 3 Complete: -*Apply Your Knowledge Pages OUT169-170 -*In the Lab 1 Pages OUT172-173 -*In the Lab 2 Pages OUT173-174	*4 **a,c

Tues. July 5		SUMMER BREAK-NO CLASSES		
Thurs. July 7		SUMMER BREAK-NO CLASSES		
Tues. July 12	Chapter 3	Chapter 3: Managing Contacts and Personal Contact Information in Outlook	*Chapter 3 Assignments Due *Chapter 3 Test in Blackboard due by midnight.	*4 **a,c
Thurs. July 14	Chapter 4	Chapter 4: Creating and Managing Tasks with Outlook	-Chapter 4 lecture/demonstration Pages OUT178-220 -*Apply Your Knowledge Pages OUT222-223 -*In the Lab 1 Pages OUT226-227 -*In the Lab 2 Pages OUT228-229	*4 **a,c
Tues. July 19	Chapter 4	Chapter 4: Creating and Managing Tasks with Outlook	*Chapter 4 Assignments Due *Chapter 4 Test in Blackboard due by midnight.	*4 **a,c
Thurs. July 21	Chapter 5	Chapter 5: Customizing Outlook	-Chapter 5 lecture/demonstration Pages OUT 234-258. -*Apply Your Knowledge Pages OUT282-283 -*In the Lab 1 Pages OUT285-286	*5 **a,c
Tues. July 26		LAST DAY OF CLASS	*Chapter 5 Assignments Due *Chapter 5 Test in Blackboard due by midnight.	*5 **a,c
Weds. July 27		LAST DAY OF SUMMER SEMESTER		
* BUSN 2160 Competency Areas:		** General Core Educational Competencies		
1. Internal and External Communication 2. Message Management 3. Calendar Management 4. Contact and Task Management 5. Security and Privacy		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.		

REMINDERS:

- **Shaded portion on lesson plan indicates hybrid portion. This may include completion of tests and assignments.**
- **All work, as needed, will be saved to your student drives (P drive), in which instructor will monitor during the semester. Since this is a hybrid course, students will have access to the Blackboard course, where grades may be checked and tests completed.**
- **Email training accounts are set up for each student to complete assignments for this class. The assignments must be completed in this lab on the same computer since each is tied to a specific student profile.**

BUSN 2160-ELECTRONIC MAIL APPLICATIONS

GRADING SCALE



- Assignments will be assessed 3 points per error. This may include spelling, punctuation, and grammar errors.
- Assignments will be averaged together to arrive at each chapter grade. Grades may be checked in the Blackboard course at any time under the “My Grade” link.
- Chapter tests will be assessed points based on number of questions on tests. Students will take five chapter tests during the semester in Blackboard. Dates are indicated on lesson plan.
- It is the student’s responsibility to make sure assignments are turned in by the due dates. Assignments are due at the end of class. Any assignments not submitted during the semester receive a grade of zero. **LATE WORK IS NOT ACCEPTED.**
- Unannounced quizzes will be given during the semester. These cannot be made up. Any quizzes missed will result in a grade of zero. No exceptions! Quizzes will be averaged together to arrive at one grade and counts 10 percent of the final course grade.

***REVISED SUMMER SEMESTER 2016**