



**BUSN 2160
COURSE SYLLABUS
HYBRID
Summer Semester 2017**

Semester: 201716 Summer Semester 2017
Course Title: Electronic Mail Applications
Course Number: BUSN 2160
Credit Hours/ Minutes: 2/2250
Class Location: Lab 809 Gillis Building
Class Meets: 9:00-10:15 Tuesday & Thursday
(60% F2F, 40% online)
CRN: 60114
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 Office 365/Outlook 2016 Intermediate. Shelly Cashman Series. Hoisington, ISBN: 978-1-337-25127-3.



REQUIRED SUPPLIES & SOFTWARE: Notebook, pen, pencils. Students will be using Microsoft Outlook 2016 for this course. 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. Assignments are not accepted late for this class. Students will save any required work in their student folders on the P drive or submit per instructor instructions for the course.

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 (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.

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: 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 Banner Web via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Chapter Assignments 45%
 Module Tests 45%
 Final Exam 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 2017 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 18		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	*Menu of Benefits	
Tues. May 23	Office 2016	Office 2016 and Windows 10: Essential Concepts and Skills	-Lecture/Review Office 2016 and Windows Environment	
Thurs. May 25	Office 2016	Office 2016 and Windows 10: Essential Concepts and Skills	-Finish lecture on Office 2016 Complete: -*Extend Your Knowledge Page OFF 77.	
Tues. May 30	Office 2016 Module 1	Office 2016 and Windows 10: Essential Concepts and Skills Module 1	*Office 2016 Extend Your Knowledge assignment due. -Module 1 lecture/demonstration Pages OUT2-48	*1,2 **a,c
Thurs. June 1	Module 1	Module 1: Managing Email Messages with Outlook	-Continue lecture on Module 1 Complete: -*Apply Your Knowledge Pages OUT49-50 -*In the Lab 1 Page OUT53-54 -*In the Lab 2 Pages OUT 54-55	*1,2 **a,c
Tues. June 6	Module 1	Module 1: Managing Email Messages with Outlook	-Continue Module 1 in class	*1,2 **a,c
Thurs. June 8	Module 1	Module 1: Managing Email Messages with Outlook	*Module 1 Assignments Due *Module 1 Test in Blackboard due by midnight.	*1,2 **a,c
Tues. June 13	Module 2	Module 2: Managing Calendars with Outlook	-Module 2 lecture/demonstration Pages OUT58-114	*3 **a,c
Thurs. June 15	Module 2	Module 2: Managing Calendars with Outlook	-Continue lecture on Module 2 Complete: -*Apply Your Knowledge Pages OUT115-116 -*In the Lab 1 Pages OUT118-119 -*In the Lab 2 Pages OUT119-120	*3 **a,c
Tues. June 20	Module 2	Module 2: Managing Calendars with Outlook	-Continue Module 2 in class	*3 **a,c
Thurs. June 22	Module 2	Module 2: Managing Calendars with Outlook	*Module 2 Assignments Due *Module 2 Test in Blackboard due by midnight.	*3 **a,c
Tues. June 27	Module 3	Module 3: Managing Contacts and Personal Contact Information in Outlook	-Module 3 lecture/demonstration Pages OUT122-153	*4 **a,c
Thurs. June 29	Module 3	Module 3: Managing Contacts and Personal Contact Information in Outlook	-Continue lecture on Module 3 Complete: -*Apply Your Knowledge Pages OUT155-156 -*In the Lab 1 Pages OUT158-159 -*In the Lab 2 Pages OUT159-160	*4 **a,c

Tues. July 4		HOLIDAY-SUMMER BREAK-NO CLASSES		
Thurs. July 6		SUMMER BREAK-NO CLASSES		
Tues. July 11	Module 3	Module 3: Managing Contacts and Personal Contact Information in Outlook	*Module 3 Assignments Due *Module 3 Test in Blackboard due by midnight.	*4 **a,c
Thurs. July 13	Module 4	Module 4: Creating and Managing Tasks with Outlook	-Module 4 lecture/demonstration Pages OUT162-199 -*Apply Your Knowledge Pages OUT201-202 -*In the Lab 1 Pages OUT204-205 -*In the Lab 2 Pages OUT205-206	*4 **a,c
Tues. July 18	Module 4	Module 4: Creating and Managing Tasks with Outlook	*Module 4 Assignments Due *Module 4 Test in Blackboard due by midnight.	*4 **a,c
Thurs. July 20	Module 5	Module 5: Customizing Outlook	-Module 5 lecture/demonstration Pages OUT 210-248 -*Apply Your Knowledge Pages OUT250-251 -*In the Lab 1 Pages OUT253-254	*5 **a,c
Tues. July 25	Module 5	LAST DAY OF CLASS	*Module 5 Assignments Due *Module 5 Test in Blackboard due by midnight.	*5 **a,c
Weds. July 26	Modules 1-5	LAST DAY OF SUMMER SEMESTER	*Final Exam in Blackboard due by midnight.	*1-5 **a,c
* BUSN 2160 Competency Areas: 1. Internal and External Communication 2. Message Management 3. Calendar Management 4. Contact and Task Management 5. Security and Privacy		**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.		

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.**

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 module grade. Grades may be checked in the Blackboard course at any time under the “My Grade” link.
- Module tests will be assessed points based on number of questions on tests. Students will take five module tests during the semester in Blackboard. Dates are indicated on lesson plan. A final exam will be taken at the end of the semester in Blackboard. It counts 10 percent of the final course grade.
- 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.**

***REVISED SUMMER SEMESTER 2017**