

**Nashville State Community College
Business Management and Hospitality**

**Master Course Syllabus
7-Week Term**

ADMN 1311 – Word Processing 1

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course information:

ADMN 1311 – Word Processing 1

3 Credits

3 Class Hours

Prerequisite(s): ADMN 1302 and BUSN 1360 with a grade of “C” or higher.

Semester Availability: Spring

Not part of a Tennessee Transfer Pathway

Course Description:

An application-oriented course that includes designing and editing a variety of business documents, with emphasis on decision making and problem solving based on document design principles and mail standards.

Instructor Information:

Name: Karen Kendrick

Email: Karen.Kendrick@nsc.edu

Office Phone:

Office Location:

Office Hours:

Instructor Zoom Room link:

Class Session Zoom Link Information (if virtual):

Course Delivery Method

- **Online:** Course is fully online (**asynchronous**) and has no scheduled on-campus meeting requirements.

Required Textbook(s) & Other Materials:

Textbook(s): Microsoft Office 2021 In Practice, Word Complete with SIMNET access, Nordell, McGraw Hill.

The textbook is embedded in the SIMNET access as an e-text.

ISBN: 1260818187

Reference Materials: None

Supplies:

- A PC/Windows computer running Windows 10 or higher
- Word 2021 (Office 365 with Word 20219 is a free download through the student's myNSCC account.)
- Reliable and efficient internet connection
- Storage device (flash drive) for files created during the course
- Students will be charged for the textbook automatically through the registration process. No additional purchase is required. An optional loose-leaf-print hard copy is available for an extra charge. The e-text contains everything you need. In fact, the class activities are embedded inside the e-text. The optional loose-leaf print pages have been helpful to students in prior semesters. Hardcopy texts are available online (or any retail book store) or through the NSCC bookstore.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials>) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or accesscenter@nsc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the term. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nsc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the term, this is what you should know and/or be able to do:

Upon successful completion of this course, when using Microsoft Word 365/2021 word- processing software, students will:

- Use character, paragraph, and page formatting commands efficiently.
- Identify acceptable professional document layouts and design.
- Create, edit, format, and print documents using a word-processing software application.
- Use basic and advanced features to create and edit tables, images, and charts in business documents.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

Given Word 365/2021 word-processing software, students will:

- Create, print, and edit documents
- Format characters
- Align and indent paragraphs including tabs
- Customize paragraphs
- Proof documents
- Format pages
- Create customized pages
- Insert Elements and navigate in a document
- Manage large documents
- Print documents.
- Insert images
- Insert shapes and WordArt
- Create and format tables
- Create charts
- Merge documents
- Sort and select data
- Manage lists
- Share
- Insert and customize fields (QuickParts)
- Customize themes
- Format with Styles
- Protect Documents
- Insert Endnotes, Footnotes, and References
- Create Indexes
- Create Forms
- Create Macros

The following are general education competencies intended to support the course outcomes:

When preparing business documents, students will:

- Write clear, well-organized documents
- Locate, evaluate, and use information sources
- Use critical thinking skills
-

Topics to Be Covered:

This course is a thorough examination of both beginner and advanced skills within Word 365/2021. Learners will be expert users of all functions of Word when the course is successfully completed. Students will find a schedule of due dates and associated chapters to be completed in the Getting Started module of the NS Online course.

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Assignment Category	Percentage of Grade
Exams	30%
Projects (Guided, Independent, and Improve It)	40%
SIMBOOK Simulations and Pause and Practice Assignments	20%
Challenge Projects	10%

Grading Policy:

Most grading in the class comes from scores earned in SIMNET. With the exception of Exams and Challenge Projects, all work can be completed, submitted for grading, and reworked to improve scores until the end date as shown in the course.

Exams are a combination of timed simulations similar to those in the chapters and a project which combines the skills from several chapters.

Challenge projects are designed to be portfolio-quality work which allows potential employers to see your applied skills.

Students earning a 90% or higher on a timed, simulation exam earn a certification in Word 2021.

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80 to 89
C	70 to 79
D	65 to 69
F	64 and below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Work should be completed by the published deadlines. If you have extenuating circumstances such as extended illness or a sequestered jury duty or military deployment orders, communicate with the instructor to see if variances to the published due dates are possible.

Attendance Policy

In this online course, attendance is shown by the submission of work by the published due date.

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course in the syllabus for each semester's section.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.

- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from

course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app \(https://www.getrave.com/login/nsc\)](https://www.getrave.com/login/nsc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.