

**Nashville State Community College  
Business Management and Hospitality  
Administrative Professional Technology**

**Spring 2021**

**ADMN 1311 – Word Processing 1**

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

**Course Information:**

**Course Title: Word Processing 1**

**Credits: 3**

**Class Hours: 3**

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

Semester Availability: Spring

Not part of a Tennessee Transfer Pathway

**Instructor Information:**

**Name: Karen Kendrick**

**Email: Karen.Kendrick@nsc.edu**

**Office Phone: (615) 353-3720**

**Office Location: C-232-C**

**Zoom Office Link: <https://us02web.zoom.us/my/karenk.office.zoom>**

**Office Hours:**

Monday	3:30 – 6 p.m.
Tuesday	7 a.m. – 1 p.m.
Wednesday	7 a.m. – noon

Thursday

7 a.m. – 1 p.m.

**Class Session Zoom Link Information (if virtual):**

Tuesday, January 19, at 5 p.m. there is a class meeting which will be an orientation to the class. We will review the syllabus, look at SIMNET, and answer questions. Here is the link:

<https://us02web.zoom.us/j/82204823454?pwd=Mm1SUy8xaFVmRjNHTDJ6M2l0ZXBMUT09>

**Required Textbook(s) & Other Materials:**

**Textbook(s):** Microsoft Office 2019 In Practice, Word Complete with SIMNET access, Nordell, McGraw Hill. The textbook is embedded in the SIMNET access as an e-text. A hard copy version of the text is available from the NSCC bookstore.

**ISBN:** 1260818187

**Reference Materials:** None

**Supplies:**

- A PC/Windows computer running Windows 10
- Word 2019 (Office 365 with Word 2019 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

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Digital Course Materials (DCM):**

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear 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 obtaining the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Course Outcomes:**

Upon successful completion of this course, when using Microsoft Word 2019 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:**

Given Word 2019 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 2019. 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:**

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

### **Exams/Tests (50%)**

Three times during the semester students will take an exam which covers the skills in the learning. The exams are cumulative which means skills learned early in the semester continue to be used and expanded. Exams have multiple parts. They include skill simulations as well as projects similar to those worked in the chapters. Multiple-choice questions are also included.

All exams/tests are taken on the learner's home computer. The exams/tests are timed and password protected and can only be taken during the designated week for the exam/test.

### **SIMBOOK Chapters, Pause and Practice Files, and Skill Simulations (10%)**

As students work through the chapters, there are many skill-simulation items which develop the required skills. This category of activities will have multiple items averaged to contribute this portion of the grade.

After several simulations, there are Pause and Practice assignments in the e-text/SIMBOOK. Students will work the pause and practice assignments. Any starter files which are required are embedded in the Pause and Practice as shown in the e-text. The Pause and Practice items should be uploaded to the Chapter assignments box. They are graded for completion if the instructor can see that diligent effort was applied. The Pause and Practice files are learning opportunities.

### **Multiple-Choice Quizzes (5%)**

Learners will complete multiple-choice quizzes for each chapter. The quizzes can be worked multiple times to earn the grade that the student would like carried to the gradebook. The multiple-choice quizzes help develop a fluency of vocabulary and thinking about the skills. Any exam may include multiple-choice questions.

### **Guided Projects (15%)**

Students will work projects in SIMNET for each chapter which allows practice using the skills learned in the chapter while applying the skills to live files.

The directions mentor the student (thus the name "guided projects") to produce documents. These projects are submitted (usually – see text for details) to SIMNET for grading. Guided Projects may be submitted unlimited numbers of time for grading in order to continually improve the document until the desired grade is earned.

### **Independent Projects and Improve It Projects (20%)**

Independent Projects describe documents and document characteristics to allow a student to apply their skills to Word files. These documents are also submitted (usually – see text for details) to SIMNET for grading. This type of project requires the highest skills and most independent thinking.

Some chapters include an Improve It Project which helps students think critically about a file. The grades are considered part of the Independent Projects category.

### **Grading Policy:**

Most course items have attached grades that are automatically recorded in and from SIMNET. The instructor manually grades some course projects and exams.

It is the instructor's intent that items will be graded within one week of the cut-off date. Feedback is given in the assignment box feedback window.

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

Work not submitted to the related assignment box or SIMNET submission portal by the end of the grace period is not accepted for grading.

To protect the privacy, security, and integrity of students' work, no assignments are accepted via email. All assignments must be submitted to the appropriate assignment box within NS Online. This allows the grade to be attached to the submitted work within the grading system.

Any work which is not submitted is assigned the grade of zero. The instructor believes all students are engaged and intend to complete all work.

At the same time, the instructor understands that you are adults and have the realities of the adult world to deal with. (The boss requires unexpected overtime; the baby has a bad night; your flu shot wasn't as protective as you had hoped; or the computer crashes just as you sit down to do your work.) Thus, a certain number of items in each grade category (except exams) are dropped before the course grade is calculated to help students navigate the unexpected.

The idea is that the equivalent of about one week of work is dropped. If you complete all required items, the course grade software looks for the lowest items in each grading category as shown below. If a student misses a week of work, the zero recorded for that week becomes a dropped item up to the number of lowest grades dropped.

<b>Grading Category</b>	<b>Number of Lowest Grades Dropped</b>
<b>Simbook, Pause and Practice, and Skill Simulations</b>	3
<b>Chapter Multiple-Choice Quizzes</b>	1
<b>Guided Projects</b>	2
<b>Independent Projects/Improve It</b>	2
<b>Exams</b>	0

As a last bit of extended grace, students will note that all weeks' assignments (**except the last week of class**) are due on Saturday at 11:30 p.m. All assignments and quizzes remain open for 48-hours as a grace period and may be completed and submitted without penalty during that window of time. No work is accepted for grading after the grace period has expired. If an assignment or quiz or SIMBOOK item is missed, simply move on. No one assignment (or week) in the course determines your course grade.

## Attendance Policy

Students who have been exposed to COVID-19 or who have tested positive must email [virusinfo@nsc.edu](mailto:virusinfo@nsc.edu).

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric.

The attendance policy for this class is:

**In this online course**, attendance is signaled by logging on to the NS Online course, participating as prompted (e.g., responding to an instructor's email) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

In this online class, attendance is shown by the submission of assignments by the end of the grace period. Assignments not submitted are assigned a grade of zero. If a grade of F is earned, the assigned grade is FA if participation has not been complete for at least one week (that is 100% of the week's required activities to be submitted) after the college-published Withdraw date. Lack of 100% participation is considered an absence. Students are encouraged to log-in daily to check for News Items or email from the instructor

**Grading Scale:**

Letter Grade	Percentage Range
A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	Less than 65

**FA**

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. 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).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

It is important to note that in order to show attendance all of the assignments required in a lesson/week must be submitted. Simply working a quiz does not show participation.

Likewise, taking the final exam does not change an FA grade to a grade of F if no other work was submitted after the withdraw date for the semester.

**FN**

An FN is awarded to students who never attended class.

**Technology Statement**

- All classes at the College are web enhanced.
- It will be essential for students to 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.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

- Certain publisher materials may not work on cellphones.

### **Computer Labs**

Computers are available for student use at each campus during campus open hours. Open computer lab availability for Spring 2021 may vary from campus to campus.

Students should check NSCC website for current hours of operation.

### **D2L/NS Online and myNSCC**

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

### **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act (ADA). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu). If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

### **Classroom Misconduct**

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. 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**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "zero" for the exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

It is important to note that SIMNET has an academic integrity support. Files downloaded through SIMNET have an embedded code. When a student tries to return a file other than the one downloaded, SIMNET will not accept the file. Work carefully and guard your files.



### **Academic Early Alert System**

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. \*Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

### **RAVE Emergency Alert System**

Emergency events can happen at any time, and Nashville State Community College wants to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. 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**

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:
  - Tutoring options and appointments: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
  - Academic and student resources for school: <https://www.nsc.edu/current-students/student-online-resources>
  - Support services: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

### **Equity Statement**

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

### **Inclement Weather & Campus Closings**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at [www.nsucc.edu](http://www.nsucc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

### **Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.