

BUS1503 Technical Word / Information Processing
Veronica Studards, Instructor
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Class Meets: MW
Time: 8:10 am – 11:00
Materials Needed: Textbook *Microsoft Office Word 2007, Comprehensive Concepts and Techniques*, Shelly, Chasman, Vermaat, Cengage Learning, ISBN 1-4188-4338-5
OFFICE HOURS: MW-9:30-11:00
12:30-2:00
TH—11:00-1:00
Flash Drive (“memory stick”), minimum two GB.

Credit Hours: 3

This course is designed for students to produce documents found in business offices. The student will keyboard, edit, format, store, retrieve, and print mailable documents using a computer and *Microsoft Word 2007*.

Student Learning Outcomes:

Proficiency and retention of course material related to the learning outcomes vary from student to student depending on prior preparation, acquired study habits, native intelligence, motivation, effort, concentration, and other factors. You will participate in a variety of tasks that will enable you to do the following upon completion of this course:

- .. Demonstrate dependability, honesty, organization, and punctuality
- .. Develop superior work ethics
- .. Establish professional conduct and appearance
- .. Collaborate with co-workers
- .. Apply the basics of *Microsoft Office 2007* and the Internet
- .. Electronic transmission of *Word* documents
- .. Perform *Microsoft Word* basics, editing techniques, and basic formatting
- .. Integrate *Word* with other programs
- .. Use automatic features, mail merge, desktop publishing, and customize *Word*
- .. Manage documents—switching, page and section breaks, headers, footers, styles, outlines
- .. Use templates, styles, themes, and wizards
- .. Customize tables; sort, calculate, and create charts
- .. Create forms and merge form documents
- .. Format columns and sections
- .. Explore advanced graphics and build forms
- .. Work with multipage documents and references

MAKE-UP WORK

Each student is given a syllabus for each course at the beginning of the semester. It is the student’s responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes. **Chapter tests will be given approximately every two weeks which will consist of 40 Multiple Choice Questions and on occasions problems will be given. Each chapter has an entire problem to be worked in addition to the end of chapter assignments listed below; therefore there will be three problems to be turned in for each chapter covered.**

MAKE UP TEST POLICY

No make-up test will be given. A missed test will be awarded a “0” and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.

Cell Phones: Cell phones are to be turned off when entering the classroom. If a student leaves the classroom for a phone call during class time, the student will not be allowed to return to the class for that period. Leaving the classroom is considered disorderly conduct and disruptive behavior and will not be tolerated. During testing, cell phones must be turned off and not visible to the student or instructor. A student using a phone during testing will receive a zero on that test.

GRADING POLICY

Tests will cover the units and will be worth various points. All grading will be on a total-point system. All work will count in the total points available. Grades will be distributed as follows:

Chapter Tests = 60%
Assignments=15%
Final exam=25%

The following grading scale will be used for assigning final grades:

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

Cell Phones: Cell phones are to be turned off when entering the classroom. If a student leaves the classroom for a phone call during class time, the student will not be allowed to return to the class for that period. Leaving the classroom is considered disorderly conduct and disruptive behavior and will not be tolerated. During testing, cell phones must be turned off and not visible to the student or instructor. A student using a phone during testing will receive a zero on that test.

STUDENTS WITH DISABILITIES

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

DISRUPTIVE BEHAVIOR

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

If you wish to talk, sleep, play games, pass notes, look at pictures, work on homework, or anything else not related to the class and/or lecture, don't come to class.

Any pager or cell phone that rings/beeps must be turned off or put away during class. Otherwise it may be confiscated and returned at a later date.

Academic dishonesty:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student's paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will receive an "F" in the course.

**Holidays: JANUARY 16—MARTIN LUTHER KING
 MARCH 19-23—SPRING BREAK**

GRADE REPORTS

UAM will no longer mail grade reports to all students. You may access your grades through Campus connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

THE FOLLOWING IS A TENTATIVE SCHEDULE WITH CHANGES MADE AT THE DISCRETION OF THE INSTRUCTOR.

JAN 11-13

Course Overview / Review of Syllabus / Chapter 1

JAN 16-20—MARTIN LUTHER KING

Chapter 1 Learn To Ride

Apply 1-1 Autumn Fest Flyer

Extend 1-1 Baseball Sing Ups Flyer

JAN 23-27

Chapter 1 Test

Chapter 2

Wireless Communication

Apply 2-1 Software Paragraphs Draft

Extend 2-1 Computing Options Paper Draft

JAN 30-FEB 3

Test Chapter 2

FEB 6-10

Chapter 3 Lana Halima Canaan

Apply 3-1 Expenses Table Draft

Extend 3-1 Club Letter Draft

FEB 13-17

Chapter 3 test

Chapter 4

Charity Auction

Apply 4-1 Awesome Antiques Draft

Extend 4-1 Housing Table

FEB 20-24

Chapter 4

FEB 27-MAR 2

Test Chapter 4

Chapter 5

Total Fitness Health Club

Apply 5-1 Green Grove Form Letter

Extend 5-1 Far Horizons Form Letter

MAR 5-9

Chapter 5 Test

Chapter 6

Health Bits

Apply 6-1 Totally Toned Newsletter Draft

Extend 6-1 Park Department Newsletter Draft

MAR 12-16

Test Chapter 6

Integration Feature Home Plan Breakdown—Page 464-479

Chapter 7—Internet Post

Apply 7-1 E-Commerce Draft

MARCH 19-23—SPRING BREAK

MAR 26-30

Chapter 7

Extend 7-1 Certification Draft

APR 2-6

Chapter 8 Universal Travel

Apply 8-1 That Pool Place

APR 9-13

Chapter 8

Extend 8-1 Pampered Pals Draft

APR 16-20

Chapter 9 Universal Travel (uses Chapter 8 problem)

Apply 9-1 Pampered Pals Draft

Extend 9-1 Innovative Products Letter Draft

APR 23-27

COMPLETE CHAPTER 9 ASSIGNMENTS

APR 30-MAY 1

REVIEW FOR FINAL EXAM

FINAL EXAM MAY 2

**FINAL EXAM
WEDNESDAY, MAY 2, 1:30-3:30 P.M.**

UAM College of Technology - McGehee
Program Syllabus Agreement
TECH WORD INFORMATION 1503

January 2012

I, _____ do enter into an agreement with the Instructor of the course listed below.

PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/studards>) a copy of the syllabus for the course:
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- **MAKE UP TEST**
No make-up test will be given. A missed test will be awarded a “0” and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.

I understand that the final for this class will be held on Wednesday, May 2 from 1:30 p.m. 3:30 p.m.

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Student's signature

Date