

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTRO TO WORD PROCESSING**

**ITSW 1301 87**

**CRYSTAL JOHNSON**

**NOTE: This is a 16-week course.**

**NOTE: This is an online course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2022

# INTRO TO WORD PROCESSING

ITSW 1301 87

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## **Course Description:**

Presents an overview of the production of documents, tables, and graphics. Identifies word processing terminology and concepts; creates technical documents; formats and edits documents; uses simple tools and utilities, and prints documents. Presents pagination, merge and storage of documents.

## **Prerequisites and/or Corequisites:**

None.

## **Course Notes and Instructor Recommendations:**

As your instructor, I am extremely interested in your success in the course. If you feel you need additional information, individual help, or just a little encouragement, please come by my office to schedule an appointment. My office hours are posted on my office door and in Brightspace. I may require students to speak with me by telephone or in person at my discretion. Furthermore, in the course of this class, I may need to verify a student's identity using information available to the instructor from academic records.

Technology can sometimes fail. It is the student's responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. It is important to not wait until the last minute to complete assignments as technology can sometimes fail. In the event of a technology failure, contact the instructor immediately.

Please note that due to COVID adaptability and training requirements, office hours are subject to change. Changes will be posted as course announcements. Office hours will be conducted both face-to-face and via Zoom, so you may attend in person or via Zoom.

Students should plan to spend time studying and doing assignments to pass this course. Students who spend quality time studying are more likely to make a high grade than those who don't study or who don't have quality study habits. As this is a skills-based course, there is a substantial amount of learning and hands-on work that is performed in this class. This results in a heavy workload for completing this course.

**Deadlines are important.** Deadlines are just that "deadlines." Therefore, the students need to make sure that they read the tentative schedule to know when deadlines are scheduled. The students need to organize their time to meet these deadlines.

**Communication with Instructor** – Students will use their student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24 hour turn around for messages

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during the workweek. When emailing the instructor, students must include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. Students should include their name in their e-mail closing.

Please do not use the instant messaging feature in Brightspace. I do not always receive the messages or receive them many days later.

### **Hardware/Software Requirements:**

- To complete this course, you **MUST** have access to the Internet and MS Office.
- If you do not have access to the Internet and/or MS Office, you may use the Office Technology Careers Lab that is located in the Business and Technology Building, 1st floor. Students may also use the MCC Library.
- MCC students have access to download MS Office for free through Microsoft Education at <https://www.microsoft.com/en-us/education/products/office> by registering with their MCC student e-mail

If you have problems with either your hardware or software, it is your responsibility to make sure that all assignments are turned in on time. Technical difficulties with computers or software are not an excuse for a missed deadline. However, if you do experience technical difficulties, you should report it immediately to your instructor. Students may utilize the I.T. Helpdesk by contacting (254) 299-8077.

In most cases, assignments will be graded within a week of the due date. Students have one week from grade posting to contest an assignment grade. After that week, the grade stands.

### **Instructor Information:**

Instructor Name: Crystal Johnson

MCC Email: [cajohnson@mclennan.edu](mailto:cjohnson@mclennan.edu)

Office Phone Number: 254-299-8263

Office Location: Business and Technology Building, Office 228

Office/Teacher Conference Hours: Listed in Brightspace and posted on office door

I am working remotely this semester and will not be physically in the office; however, office hours will be on Zoom, by e-mail, and/or by phone.

### **Required Text & Materials:**

Title: Cengage Unlimited (Choice of 4 month, 1 year, or 2 year term)

Publisher: Cengage Unlimited

ISBN: 9780357700006, or 9780357700013, or 9780357700020

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Instructions for how to access the specific course textbook will be provided in Week 1 of the course material in Brightspace.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

Lecture/Discussion

Homework Assignments

Hands-On Practice

Quizzes/Exams

**Course Objectives and/or Competencies:**

Departmental Student Learning Outcome- Produce documents using a software (Word, Imaging) package using both beginning and advanced features.

Course Learning Outcomes:

- Identify word processing terminology and concepts
- Create technical documents
- Format and edit documents
- Use simple tools and utilities
- Print documents
- Produce documents containing tables and graphics
- Demonstrate the ability to meet deadlines by turning in assignments on time and in full
- Utilize electronic file management skills to manage coursework
- Create and edit memos, letters, flyers, announcements, and reports of varying complexity
- Apply appropriate formatting elements and styles to a range of document types
- Add graphics and other visual elements to enhance written communication
- Plan, research, write, revise, and publish documents to meet specific informational needs
- Given a workplace scenario requiring a written solution, assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively

You can expect to be proficient in using Microsoft Word to organize, analyze, and present information after successful completion of this course.

Specific unit objectives are listed in Brightspace and at the beginning of each Module.

**Course Outline or Schedule:**

**ITSW 1301- Intro to Word Processing**

Changes to schedule will be announced in class and on Brightspace.

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Specific assignments are located in the task list for each week in Brightspace.

Assignments are due at **11:59 p.m.** of the due date listed.

<b>Week</b>	<b>Unit</b>	<b>Due Date</b>
Week 1 January 10	Course Orientation (Brightspace) MindTap/SAM Orientation (MindTap/SAM)	January 16
Week 2 January 17	Module 1 (MindTap/SAM)	January 24
Week 3 January 24	Module 2	January 31
Week 4 January 31	Module 3	February 7
Week 5 February 7	Modules 1-3 Capstone Projects	February 14
Week 6 February 14	Module 4	February 21
Week 7 February 21	Module 5	February 28
Week 8 February 28	Module 6	March 7
Week 9 March 14	Module 7	March 21
Week 10 Mach 21	Modules 4- 7 Capstone Projects	March 28
Week 11 March 28	Module 8	April 4

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Week 12 April 4	Module 9	April 11
Week 13 April 11	Module 10	April 18
Week 14 April 18	Module 11	April 25
Week 15 April 25	Modules 8- 11 Capstone Project Study for Final Exam	May 2
Week 16 May 2	<b>Final Exam</b>	May 3

### **Course Grading Information:**

SAM Trainings..... 10%

SAM Exams..... 20%

Projects..... 30%

Quizzes..... 20%

Final Exam..... 10%

Professionalism/Participation..... 10%

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F =  
Below 60

**SAM Trainings (10%)**- These assignments are where you observe, follow, and complete specific tasks inside Word. These are accessed in MindTap/SAM.

**SAM Exams (20%)**- These assignments are where you will be tested on the specific skills learned within the SAM Trainings. These are accessed in MindTap/SAM.

**Projects (30%)**- These projects consist of module and capstone projects (several modules). These projects are completed in Word; however, the initial instructions and files are accessed in MindTap/SAM.

**Quizzes (20%)**- These quizzes contain varying types of questions and are administered in Brightspace. The quizzes have unlimited attempts. You are encouraged to complete these until you make a 100. They are excellent preparation for the final exam.

**Final Exam (10%)**- This exam covers material from the entire course. It is similar to the module quizzes. You will have two hours to complete and it is proctored using Respondus Lockdown Browser.

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**Professionalism/Participation (10%)**- Part of being a professional is attending class and meeting deadlines. Five points will be deducted for each weekly absence. Additionally, professionalism includes communicating with your peers and instructor in a professional and courteous manner. Failing to e-mail using a subject line (that includes the course name), a greeting, and a closing will result in 5 points being deducted from your professionalism grade. One point will be deducted for each missing or incomplete assignment. Additional points may be deducted for rudeness, sending multiple e-mails regarding the same subject within the 24-hour response window, lack of punctuation, partially completed assignments, and anything else that goes against general professionalism standards.

**Any discrepancy in grades must be made in writing via e-mail to your instructor no later than one week after the grade is posted in Brightspace.**

### **Completing Assignments-**

- Students are expected to complete assignments in their entirety. Skipping portions will result in lost points in proportion to the questions skipped.
- Most assignments can be completed even if you are unsure how to do part of it. Try your best and do as much as you can. Stopping when you are stuck can result in a lower grade.

Most assignments will be graded within a week of the due date; however, longer assignments may take more time to be graded.

### **Late Work, Attendance, and Make Up Work Policies:**

- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- No late work will be accepted; however, a makeup period will be offered towards the end of the course for a discounted grade.
- You, whether absent or present, are responsible for course deadlines. You should communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.
- **Drops/grades based on attendance-** You are responsible for contacting the instructor to be dropped from this course. If you exceed the allowed absences within the first eight weeks (over 4 absences), you will be dropped. If you exceed the allowed absences after week 8, you will receive a grade of F unless you contact me and request to be dropped prior to the drop deadline. If you are experiencing an emergency, you should contact me immediately to make alternate arrangements.
- For the purpose of this online course, attendance will be based on your completion of work for the week. If you complete at least 50 percent of weekly activities during the week, you will be counted as present. If you do not complete at least 50% of the

weekly activities, you will be counted as absent. Makeup work does not count towards attendance and will not prevent you from being dropped.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the “General Conduct Policy” to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus (taken from *MCC Student Highlander Guide*). If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

**Plagiarism is:**

- Using someone else’s work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source
- Expressing the ideas of others as your own
- Fraud

**Cheating is:**

- Sharing information (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work



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- Plagiarism
- Not adhering to the rules set forth for Timed Writings
- Having someone else complete your assignments

Plagiarism and cheating will be dealt as follows:

- 1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
- 2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
- 3) For the third offense, the student will be given an F in the class.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

# McLennan

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## COLLEGE

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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.