COURSE DESCRIPTION

This course using Word processing software will be focusing on business applications. An overview of course includes the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, clip art, tables and spelling checkers. (1 credit, 1 Lec., 1 Lab.)

COURSE FOCUS

This course emphasis is on the use of text editing features to produce business documents.

PREREQUISITES: In general, you should have the following computer skills, at a minimum:

- The ability to start up your computer and get to a Windows desktop,
- Knowledge of basic mouse operations such as clicking and double clicking,
- The ability to start a program by double-clicking on its desktop icon,
- The ability to browse to and within web pages,
- The ability to compose and send an E-Mail

We know this is a skill enhancement course, but since you are taking it on-line you do need to know just a little about using a computer at the outset. If you do not have these skills, you must attend an on-campus Orientation, please contact your instructor if you are not comfortable with ecampus.

Also, if you are planning to work on several different computers, or on a computer that isn't your personal one, you will need a flash drive for your files.

TEXT AND REFERENCES


STUDENT LEARNING OUTCOMES (FROM Texas Higher Education Coordinating Board/Workforce Education Course Manual required learning outcomes)

Upon successful completion of this course, the student will be able to:

1. Identify word processing terminology and concepts
2. Create technical documents
3. Format and edit documents
4. Use simple tools and utilities

SCANS COMPETENCIES

The Computer Information Technology Department at Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:
Workplace Competencies
Manage Resources
Exhibit Interpersonal Skills
Work with Information
Apply Systems Knowledge

Foundation Skills
Demonstrate Basic Skills – Reading, writing
Demonstrate Thinking Skills – Thinking logically, decision making, research, creative thinking
Exhibit Personal Qualities – Responsibility, self-management, integrity

COURSE ASSIGNMENTS

Each Chapter will have the student complete practical demonstrations of the skills in that chapter.
Each Chapter may have a Test to verify the student’s understanding of the material presented in the book.

<table>
<thead>
<tr>
<th>Book Chapter</th>
<th>Assignment</th>
<th>Value</th>
<th>Running Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit A</td>
<td>Project 1</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Exam A</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>Unit B</td>
<td>Project 2</td>
<td>25</td>
<td>125</td>
</tr>
<tr>
<td></td>
<td>Exam B</td>
<td>75</td>
<td>200</td>
</tr>
<tr>
<td>Unit C</td>
<td>Project 3</td>
<td>25</td>
<td>225</td>
</tr>
<tr>
<td></td>
<td>Exam C</td>
<td>75</td>
<td>300</td>
</tr>
<tr>
<td>Unit D</td>
<td>Project 4</td>
<td>25</td>
<td>325</td>
</tr>
<tr>
<td></td>
<td>Exam D</td>
<td>75</td>
<td>400</td>
</tr>
<tr>
<td>Unit E</td>
<td>Project 5</td>
<td>25</td>
<td>425</td>
</tr>
<tr>
<td></td>
<td>Exam E</td>
<td>75</td>
<td>500</td>
</tr>
<tr>
<td>Unit F</td>
<td>Project 6</td>
<td>25</td>
<td>525</td>
</tr>
<tr>
<td></td>
<td>Exam F</td>
<td>75</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>Project 7</td>
<td>75</td>
<td>675</td>
</tr>
</tbody>
</table>

To Earn | Points | Percentage |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Over 607</td>
<td>Over 90%</td>
</tr>
<tr>
<td>B</td>
<td>540 - 606</td>
<td>80 – 90%</td>
</tr>
<tr>
<td>C</td>
<td>472 - 539</td>
<td>70 – 80%</td>
</tr>
<tr>
<td>D</td>
<td>405 - 471</td>
<td>60 – 70%</td>
</tr>
<tr>
<td>F</td>
<td>Under 404</td>
<td>Under 60%</td>
</tr>
</tbody>
</table>

NOTE: The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

COLLEGE POLICIES

Absences Due to Religious Observance
Students desiring to observe a religious holy day which will result in a class absence(s) must notify their instructor. Absences for observance of religious holy days are excused. The student is required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

Academic Integrity
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Your enrollment indicates
acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.

**Americans With Disabilities Policy Statement/Disabilities Act Compliance**

If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your college Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

**Class Attendance**

Students are expected to attend regularly all classes (by connecting to ecampus online) in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. *Instructors will not automatically drop students who have stopped attending class.*

**Dallas TeleCollege Website**

Everything you need to know about the Dallas County Community Colleges and distance education can be found at the Dallas TeleCollege website: [http://dallastelecollege.dcccd.edu](http://dallastelecollege.dcccd.edu)

**Facilities, Equipment, and Resources**

- **Classroom Environment** - Because students and staff appreciate a clean and safe environment, eating, drinking, and smoking are not allowed in our classrooms or lab. Our learning environment is open only to adult students, not to children.

- **Disclaimer** - The Internet represents a new frontier in electronic “connectivity” and is used by many people for different purposes. Some material is offensive, explicit, and pornographic. While this material is certainly NOT a part of this class or endorsed in any way by Brookhaven College, you may accidentally come across it on your own.

- **Electronic Devices** - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom. No calls are to be received or sent in the classroom or in the Business Studies instructional lab (M129). Cell phones, pagers, etc., should be turned off before entering the Business Studies instructional lab. *Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom.*

- **Equipment** - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses.

- **Software License** - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

**Instructor Communication**

Communicate with your instructor in person, by phone or e-mail. Your instructor will provide information on ways to contact him/her and will provide the time of office hours, if applicable.

**Internal Transfer**

A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process. Students wishing to transfer to the credit course should do so within the first week.

**Receiving Your Grades**

End-of-semester grades will not be mailed to you by the college. Specific instructions for obtaining your grades can be found at [http://www.brookhavencollege.edu/grades.html](http://www.brookhavencollege.edu/grades.html) or by visiting the advising center. OR to access your grades complete the following steps.

**Internet Access to Grades**

1. Go to the Dallas County Community College District website (http://www.dcccd.edu)
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, My eConnect Account, select **Log In**.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select **Check My Grades**.
7. Select the term and grade type that you wish to review, then click on Submit.
Student Services
Go to http://brookhavencollege.edu/onlinesvcs/students to learn about all the student services that are available.

Technical Requirements and Support
Online courses and some classroom courses require access to a computer, the Internet and e-mail. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk can be found at http://dallastelecollege.dcccd.edu/techSupport.html. Also alert the instructor concerning any technical problems.

Withdrawal/Drop Policy
If you are unable to complete this course, it is your responsibility for withdrawing yourself from the class. If you are unable to complete this course, you must withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date. Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade, usually an “F”. Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

Stop Before You Drop
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Students Receiving Financial Aid
If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt by e-mailing or contacting the instructor or by logging onto eCampus. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.

Repeating This Course
Effective with the Fall 2005 Semester, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the Fall 2002 Semester.