

# MISSISSIPPI GULF COAST COMMUNITY COLLEGE



## COURSE OF STUDY

**Course Number and Name:** BOT 1243 Microsoft Word II  
**Department/Program:** Business and Office Administration  
**Instructor Name/s:** Joanna Alston  
**Semester Credit Hours:** 3 semester hours  
**Contact Hours Per Week:**  
**Lecture:** 2  
**Laboratory:** 2

### Instructor's Office Location and Phone Number

Office: B-29  
Email: [joanna.alston@mgccc.edu](mailto:joanna.alston@mgccc.edu)  
Phone: 228-897-3763

**Prerequisite Courses:** BOT 1233 (Microsoft Word I)  
or by consent of instructor

**Course Description:** This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building.

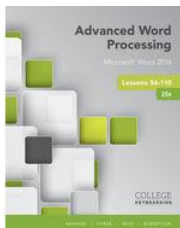
## Student Learning Outcomes

1. Apply word processing skills to produce and format complex business documents with speed and accuracy.
  - a. Produce business forms and documents at a satisfactory production rate.
  - b. Create multi-page reports with title page, indexes, table of contents, references, footnotes, endnotes, cross-references, sections, and styles.
2. Use advanced word processing functions.
  - a. Customize business documents.
    - (1) Control pagination.
    - (2) Sort paragraphs in lists and tables.
    - (3) Perform calculations in tables.
    - (4) Create, modify, and position graphics.
    - (5) Align text and graphics.
  - b. Demonstrate workgroup collaboration.
    - (1) Track, accept, and reject changes to documents.
    - (2) Merge input from several reviewers.
    - (3) Insert and modify hyperlinks to other documents and web pages.
    - (4) Protect documents.
  - c. Combine documents using software features.
    - (1) Merge variable and constant information to create new documents.
    - (2) Merge letters and labels with a word processing, spreadsheet, or database data source.

## Content Outline

- I. Skill Building and Editing Review
- II. Letter and Memo Mastery
- III. Report Mastery
- IV. Table Mastery
- V. Forms and Financial Documents
- V. Graphic Enhancements
- VI. Mass Mailings
- VII. Meeting Management
- VIII. Legal, Medical, and Employment Documents
- VIV. Business Plan

## References/Textbooks:



Advanced Word Processing, Microsoft Word 2010, Lessons 56-110, 20e, by VanHuss, Forde, Woo, and Robertson.  
ISBN: 978-1-337-21335-6

**Purchasing textbook:** The textbook for this course is a purchase book. You can purchase this book through the JD Campus bookstore (228-896-2502) if you are an MGCCC student. If you are not an MGCCC student, you can order the book from our campus or buy the book through other sources such as online or other retail bookstores such as Barnes & Noble, Walden Books, etc. It is very important that you have your book and are ready to begin the first day of class.

### Materials and other resources needed

**Textbook:** Described above

### Internet Access

**Software: Microsoft Word 2016 is required for this course.**

**E-mail/Inbox Account:** – I will use the “inbox” feature in Canvas or your school e-mail as my primary means to contact you. You are responsible for checking both your Inbox and e-mail.

### Respondus LockDown Browser for taking tests

#### Respondus LockDown Browser

You will need to download Respondus LockDown Browser during the first week of class. This browser is used to take Module Quizzes. When you get ready to take a Module Quiz, you must open Canvas using Respondus LockDown Browser instead of Internet Explorer, Mozilla Firefox, etc. When you want to view/review your quiz/test, you will have to open Canvas using Respondus LockDown Browser.

You will find a link with instructions for downloading Respondus on the “Welcome Letter” which is located on the “Announcement” tab, or you can download the file which is located under “Course Information.”

### Course Schedule

A course calendar is available under Modules in Canvas. Please print a copy and follow it closely. All due dates are listed on the calendar. Please use the official course calendar for due dates. The built-in calendar in Canvas should not be used as your official course calendar.

## **Attendance Policy**

Even though this is an online class, attendance is mandatory and will count. Online classes are offered as a convenience to our students. We realize that different circumstances make it impossible for some students to attend traditional college classes. Fortunately, the Internet has provided us with a vehicle to deliver our classes to you in the convenience of your home. In turn, however, you are expected to follow some basic guidelines and policies to be a successful online student. If you do not log on regularly, you will get behind and quickly become lost—just as if you miss classes in the traditional classroom! Therefore, you are expected to log on several times a week and complete your assignments and quizzes. Assignment due dates and quiz due dates are listed on your calendar. It is up to you to follow the calendar provided. Most students drop or fail online courses because they cannot develop the habit of logging on to allow themselves enough time to complete assignments by the due dates.

You will not be able to make up missed assignments and/or quizzes. If you fail to submit an assignment or take a quiz/test on time, you will be counted absent, and you will receive a grade of zero (0) for that assignment or quiz. No make-up work is permitted. You are provided ample time to complete assignments and take tests. Also, you must log in to the course a minimum of two times a week, one time between Monday and Wednesday and one time between Thursday and Sunday, to complete course work, to check for announcements, etc. Each missed login will count as an absence as well.

You are allowed only three absences—on the fourth absence you will be dropped. Remember, if I don't hear from you, I cannot help you. If you are having problems, please communicate! You can expect to spend about eight hours (or more) a week in this class.

## **Method of Instruction**

You will receive your primary instructions through this website. All chapter PowerPoint lectures are located under Modules in Canvas. Discussion groups will also be available. You will find the links to the quizzes each week under "Modules" in Canvas. Virtual meetings may be scheduled throughout the semester.

## **Evaluation and Assessment Methods**

Assignments are made to help you in the successful production of formats of office documents and simple office forms. Assignments will also emphasize the mastery of proper techniques and of predetermined keyboarding

speeds. Course evaluation will be based on technique, assignments, timed writings, Module Quizzes and performances. Each factor will carry points.

Module Assignments: 100 points (I will choose one assignment to grade. You will grade the remaining assignments using the assignment keys that will be available to you once the assignment link is closed.)

Module Quizzes: 100 points each week

OPAC Exam: PROCTORED TEST 100 points

OPAC Practice: 50 points (TBA)

Tutorials/Drills: 10 points each week that drills are assigned

### **Proctored Exam**

Module 12 Quiz is your proctored exam. Refer to the course calendar for proctored exam dates. You must follow the SmarterProctoring link in Canvas to schedule your proctored exam. You should schedule your appointment during the first week of class.

### **OPAC – MGCCC Students**

The OPAC Exam is a **proctored** test that must be taken **in order to complete BOT 1243 successfully**. Failure to take this exam will result in a grade of **68/F for the course**. Refer to the course calendar for OPAC test dates. This test will count as a test grade. Follow the instructions for scheduling an OPAC exam found under Modules in Canvas. You will be taking the Intermediate Word OPAC exam in this class, and you should schedule your appointment during the first week of class.

OPAC practice is mandatory, and the practice times will be announced later in the semester. OPAC test practice will count as a daily grade.

### **Evaluation and Assessment Methods**

**Technique.** Conditions requisite to application of correct technique are posture or position at the machine, quiet keyboard control, eyes on the text, and right mind-set.

**Assignments/Tests.** Assignments and tests will be graded on a points system. Late assignments will **NOT** be accepted. All assignments are to be submitted online in Modules in Canvas. All assignments are listed in the calendar. If any change is made to an assignment or quiz date, the change will be posted in the “Announcement” section in Canvas.

**Grading Scale.** This scale is based on your percentage of points out of the total possible points.

93% - 100% = A

75% - 84% = C

85% - 92% = B

70% - 74% = D

Below 70 = F

## INFORMATION SHEET

**Penalties for assigned work.** The following points will be deducted for infractions on assignments (50 points for each assignment).

Font	3 – 5 points (Penalty will not apply if specifics are given)
Omitted editing corrections	3 – 5 points each occurrence
Improper placement	3 – 5 points each occurrence
Typos	5 – 10 points each occurrence
Directions not followed	3 – 5 points each occurrence

## Academic Honesty

A hallmark of any profession or occupation is integrity and honesty. Academic honesty is expected of all students; therefore, you are expected to accomplish your own work. Academic dishonesty includes, but is not limited to, deceptive acts such as the following:

1. Plagiarizing from any source (citing another person's words without giving appropriate credit).
2. Cheating in any manner on tests, papers, reports, assignments, etc.
3. Turning in someone else's work as your own.
4. Improperly using technology (for example, using a cell phone to text-message correct answers during a test).
5. Stealing, buying, or selling course materials.
6. Either impersonating another student during a test or having another person assume your identity to take a test for you.
7. Deliberately conveying false or misleading information.

When academic dishonesty occurs, the instructor has the responsibility to assign an appropriate penalty in accordance with institutional policy. This may include a grade of zero on the assignment, a failing grade in the course, or dismissal from the course.

## **MS-CPAS/Technical Attainment Assessment**

### **Office Proficiency Assessment & Certification (OPAC)**

MGCCC adopted the Office Proficiency Assessment & Certification (OPAC) System for all Business & Office Technology majors. OPAC is a computerized means of measuring skills utilized in today's digital office. OPAC exams are now part of your program requirement. Business technical students are required to complete three OPAC exams during their course of study. A final grade of 68/F is the highest grade a student will receive in any course where the required OPAC assessment is administered but not taken.

### **Reasonable Accommodation**

Mississippi Gulf Coast Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990. Prospective students who require special and reasonable accommodation(s) because of physical or mental impairment must make their needs known prior to enrollment at Mississippi Gulf Coast Community College. Prospective students must follow the guidelines in the college catalogue. If you have a disability of any kind and will need reasonable accommodations or assistance in the classroom or with this course, please see the instructor the first day of attendance.

### **Equal Opportunity**

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the District Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.

**Welcome to class!**

**\*\*The instructor retains the option of making changes and/or additions to the course content and syllabus as needed for an optimal learning experience.**