

Instructor Information	
Instructor	Adriane Champagne
Email	champagneam@lamarpa.edu
Phone	(409) 984-6416
Office	Student Success Center - Room: 130
Office Hours	To be determined
Additional Contact Information	
Course Information	
Description	An overview of the production of documents, tables and graphics.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> Illustrated Series Microsoft Office 365 & Word 2021 Comprehensive Carol Cram ISBN-978-0-357-67516-8 Cengage *****Printed book is best***** No MindTap 3rd party software needed.
Additional Materials/Resources	Access to reliable internet required. Can use on campus computer labs.
Corequisites/Prerequisites	None.
Learning Outcomes	Identify word processing terminology and concepts, measured by quiz. Create technical documents, measured by assignment rubric. Format and edit documents, measured by assignment rubric. Use simple tools and utilities, measured by exam. Print document, measured by assignment rubric.
Program Student Learning Outcomes	Demonstrates professionalism in the administrative workplace environment. Uses appropriate business administration skills. Uses appropriate office software applications. Creates effective business documents by applying ethical communication practices. Evaluates business documents.
Lecture Topics Outline	Syllabus review, Blackboard and Self Service Banner Creating Documents with Word Editing and Formatting Documents Formatting Text and Graphics Formatting Tables and Documents Working with Styles, Themes, and Building Blocks Merging Word Documents Illustrating Documents with Graphics Integrating with Other Programs and Collaborating Developing Multi-Page Documents
Major Assignments Schedule	Week 1: Online learning Survey Week 2: Keyboarding basics and writing a business letter Week 3: Creating a memo to staff and a tip sheet for job seekers and Quiz Module 1 & 2 Week 4: Edit and format a research report on job growth in the tech sector and Quiz Module 3 Week 5: Illustrate a report with images, shapes, and SmartArt. Week 6: Exam 1 Module 1-3 Week 7: Creating a prospectus for an advertising campaign including a table, headers, footers and a cover page and quiz Module 4 Week 8: Prepare a Frequently Asked Questions (FAQ) sheet and quiz Module 5 Week 9: Use mail merge to create a personalized form letters, labels and quiz Module 6 Week 10 Review problems and Exam 2 Module 4-6 Week 11: Edit a two-page information sheet that includes short articles about the job market, and other information. Week 12: Enhance a report with embedded objects from PowerPoint and Excel and Module 7 & 8 quiz. Week 13: Develop Multi-page report with several Word features. Week 14: Case Problems and Review Week 15: Review Final Exam

	Schedule subject to change
Final Exam Date	May 12, 2025 - 11:11 AM Through May 12, 2025 - 12:0 PM
Grading Scale	90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F
Determination of Final Grade	Exam 40% Assignments/ Quizzes 60%

Course Policies

Instructor Policies

We will respect others personal space.

Announcements: I will post announcements weekly, usually early in the week. These announcements indicate upcoming due dates and notes important to your success in this course. You should READ these Announcements every week. I also recommend using the Blackboard app on your phone, with notifications, so that you immediately receive notices of new announcements for this class. Use only your LSCPA email of office phone to communicate with me, email from other/personal email address will not be answered. This course can not be completed on a phone or chrome book.

Assignments: No emailed work is accepted. You must submit all of your assignments in Blackboard. Homework and/or quizzes will be given each week. The assignments will open by Tuesday and will be due by the following Monday night. This is subject to change. **LATE WORK is not encouraged. Late work will only be accepted with instructor approval at instructor discretion. Due dates are given and enough time is given to complete all work.** Students are responsible for completing all assigned homework, including reading assignments, by the required due dates. Students are responsible for completing all assigned reading and video viewings even if you miss class. A failure to follow oral and/or written instructions could result in a 0 being given for the assignment.

Grades: All grades will be posted to your Blackboard under MyGrades. I will not discuss your grades over the phone or by e-mail. If you want to discuss your grades, you must come to my office hours or schedule a virtual meeting on TEAMS.

Exams: Exams will be provided within a BlackBoard examination window. The exams will be timed and limited to 60 minutes maximum. Make-up exams will NOT be given. There will be a final exam. All students must take the exam on the scheduled date, and time, and failure to do so will result in a 0 on the exam. Your exam will be graded immediately by Blackboard if multiple choice if project-based grades will be returned the following week. Feedback on specific exam questions will be given 24 hours after the exam is due by request. You must work alone while taking the exam. Cheating on exams is not acceptable and will be subject to violations of the Academic Dishonesty policy which could include failing the course. If you miss an exam your lowest exam grade will count twice at the end of the semester. If you miss two or more exams you will receive a zero on all exams missed.

Textbooks/supplies: **Every student MUST have their own copy of the required textbooks by the end of the first week of class.** The student will be responsible for any assignments given from the textbook. You will also need supplies to take notes and access to a computer outside of class time to complete homework assignments.

Academic Dishonesty: Copying, stealing, and/or submitting someone else's work is considered a violation of the Academic Dishonesty policy. Academic Dishonesty of any kind will not be tolerated **this includes the use of AI.** A student violating this policy will receive a zero on any assignment (first offense); a second incidence of academic dishonesty can result in failure of the class and meeting with program coordinator and/or department chair.

Software Requirements: If you are in a course that is using a specific software, you MUST have the software available to you either on your home computer or you must use one of the open labs on campus. Reliable Internet access is required for all courses. Computer failure and lack of internet access are not acceptable excuses for missed assignments, projects, quizzes, or exams. There is access available on campus in the testing center and the Education Building computer lab. DO NOT wait until the last minute to complete class work or exams. Do not complete assignments, quizzes, or exams on a phone or Chrome book as they will not submit properly. You need to submit assignments in the format you that were given to you. Pictures of assignments, hand written or Google docs are not acceptable in this course.

E-Mail/Voice Mail Etiquette: Students must use appropriate phone and e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name and course name. Voice mail messages should be clearly spoken identifying students name, course, and a return phone number.

Attendance Policy

Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student attendance daily. In addition, attendance on a regular basis is necessary for proper skill development. ~ To be successful in this course, the student MUST purchase the assigned textbook and log into BlackBoard at least 2-3 times weekly. Regular, reliable access to BlackBoard via Internet is required for this course. Attendance is monitored via Blackboard reports of logins and interaction with face to face course. ~ Students are responsible for completing all assigned homework and for being prepared for each class face to face or online meeting. This applies even if you were absent for the previous class meeting.

Additional Information	Classroom Etiquette: The following behaviors will result in the student being asked during class time to cease the action and/or leave the classroom: using cell phones, talking, or keying while the instructor is giving instructions or during class discussions; surfing the Internet during lecture; displaying a rude or negative behavior toward the instructor or other students also, walking into class late and asking instructor to repeat lecture/instructions after they have already been given.
Institutional Policies	
MyLSCPA	Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through MyLSCPA .
Academic Honesty	Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.
ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .
Clery Act Crime Reporting	For more information about the Clery Act and crime reporting, see the Annual Security & Fire Safety Report and the Campus Security website .
Grievance / Complaint / Concern	If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.
Department Information	Business and Industrial Technology Chair: Sheila Guillot Email: guillsr@lamarpa.edu Phone: (409) 984-6381