Instructor: Susan Quinn

TEXT: SBI - Advanced Word Processing Simulation by Ambrose and Jones, 2nd edition

Course Description:

Word Processing Applications provides a project-based approach that builds and reinforces document processing skills and integrates realistic business practices. The goals of this course are to teach students how to apply and integrate previously learned content and to be productive and independent in completing office tasks in a realistic business setting. Prerequisite: OT 126

Course Outcomes:

Upon satisfactory completion of this course the student will be able to demonstrate the following competencies:

1. The ability to produce a variety of business documents using basic and advanced features of computer software applications.

2. The ability to acquire and use editing skills in the preparation of business documents.

3. The ability to complete projects independently using critical thinking skills and transfer previously learned concepts and applications.

General Guidelines:

You will be completing a simulation where you will use your word processing skills and creativity to complete 35 jobs. The text identifies the simulation business as SBI – Small Business Institute – a private, non-profit business advocacy organization in Raleigh, North Carolina.

To give you an opportunity to “personalize” your experience this quarter, each of you will create your own business name, location, and logo to use in place of SBI in the simulation. For example, my choice for business name is Quinn Corporation which is located at 235 Creek Edge Parkway in Austin, TX 78701, 512.332.3987, www.quinncorp.org, quinncorp@interact.net.
Before starting the simulation, you will design and create a logo and letterhead (which should also contain your logo) for your company. You will submit your company information and a copy of your company logo and letterhead as your Week 1 Assignments. Once your name, logo, and letterhead are approved, you may complete the remainder of the assigned jobs remembering to substitute your company information, etc., for any reference to SBI.

Your completed jobs should represent your “best” work! You will be saving examples to an electronic portfolio that you may use in the future.

**TENTATIVE SCHEDULE**

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<th>Week</th>
<th>Assignments</th>
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All jobs will be submitted by email to my WWCC email: susan.quinn@wwcc.edu

All jobs must be submitted by the weekly deadline which will be on Friday of each week by 3 p.m. NO late jobs will be accepted and no points will be given if a job is not submitted by the deadline.
Jobs will be graded as follows:

+ - job is perfect, no errors, and shows effort and creativity beyond the minimum requirement

M – job is mailable with a minor error (i.e., minor spacing error, etc.), limited creativity and effort beyond the minimum requirement

R – job is unmailable

Grading scale:

+ ~ 10 points

M ~ 8 points

R ~ 6 points - if job is corrected and resubmitted by Wednesday of the following week

0 points - if not corrected and resubmitted by Wednesday of the following week

Final grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

A = 93 - 100%
A- = 90 - 92%
B+ = 87 - 89%
B = 83 - 86%
B- = 80 - 82%
C+ = 77 - 79%
C = 73 - 76%
C- = 70 - 72%
D+ = 67 - 69%
D = 60 - 66%
F = Below 60%