



**Course Syllabus**  
**SEMESTER**  
**School of Business, Hospitality Management, and Public Safety**

|                                               |                           |
|-----------------------------------------------|---------------------------|
| <b><i>Course Name:</i></b>                    | Word Processing Apps-Word |
| <b><i>Course &amp; Section Number:</i></b>    | OAD 102-XXX               |
| <b><i>Meeting Day(s) &amp; Time(s):</i></b>   | Asynchronous Online Class |
| <b><i>Credits:</i></b>                        | 3                         |
| <b><i>Instructor's Name:</i></b>              |                           |
| <b><i>Office Hours &amp; Location:</i></b>    |                           |
| <b><i>OCC Phone:</i></b>                      |                           |
| <b><i>OCC Email:*</i></b>                     |                           |
| <b><i>Additional Contact Information:</i></b> |                           |

**\*Please use only Owens email for course communications and include your course and section number (OAD102-XXX).**

**Catalog description:**

Introduces the student to various techniques of inputting, formatting, revising and printing documents using word processing software in the windows environment. Beginning, intermediate and advanced features are addressed. A portfolio project is included.

**Prerequisites:** IST 100 or IST 131 and OAD 100

**Course Materials:**

This course uses Inclusive Access, you will receive a digital e-book as part of your course fee. See IA info below.

## OAD 102 225 Spring 2026

WORD PROCESSING APPS--WORD - BRENDA LUDWIG

### Inclusive Access

This course features an Inclusive Access product where course materials are delivered digitally on the first day of class and are included in your course fee.

Have questions about Inclusive Access? Contact our [IA Support](#) team.

### INCLUSIVE ACCESS

Inclusive Access - Access this item in Blackboard.



**SIMNET 365/2021 - IN PRACTICE, NORDELL -  
WORD COMPLETE - OLA**  
NORDELL

ISBN13: 9781265756109  
EDITION: 1ST  
FORMAT: INCLUSIVE ACCESS  
PUBLISHER: MCGRAW  
COPYRIGHT: 7/29/2022

**Inclusive Access (I.A.) Materials** Inclusive Access (I.A.) Materials are included in the cost of this course to provide students with day one access to required course materials and to save students money through lower negotiated rates with publishers. You should receive an email to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before, with the subject line, “Your inclusive Access Materials.” Be sure to check your spam (junk email) if you do not find it in your inbox. To access the I.A. Materials, you must use a link provided in the Blackboard course. This link in Blackboard could be labeled “Course Materials by e-Campus” or it could be an online activity/assignment that the instructor has linked to Blackboard. Contact your instructor immediately if you are unable to access the I.A. Materials.

| OAD102-225                                                                             |  | Word Processing Apps--Word |  |                      | 3                                                          | \$181.26         | 25 | 9 |
|----------------------------------------------------------------------------------------|--|----------------------------|--|----------------------|------------------------------------------------------------|------------------|----|---|
| 2026 Spring Semester                                                                   |  | 2026-01-12 - 2026-05-07    |  | Online - Traditional | <a href="#">[Course Info]</a> <a href="#">[Find Books]</a> |                  |    |   |
|                                                                                        |  | 2026-01-12 - 2026-05-07    |  | Brenda Ludwig        | Lecture                                                    | Web Based Course |    |   |
| Fee Breakdown: Course Materials \$25.00 -- Book Fees \$96.26 -- Web Course Fee \$60.00 |  |                            |  |                      |                                                            |                  |    |   |
| Last day to add: Jan 16, 2026 -- Last day to drop: May 07, 2026                        |  |                            |  |                      |                                                            |                  |    |   |
| Refund deadlines: Jan 16, 2026 (100%) -- Jan 23, 2026 (60%) -- Jan 30, 2026 (50%)      |  |                            |  |                      |                                                            |                  |    |   |
| Requires computer and internet access. Digital book included with course.              |  |                            |  |                      |                                                            |                  |    |   |

### Professional Portfolio:

Students are introduced to the importance of a professional portfolio in OAD 135, Introduction to Office Administration, and continually add to their portfolio throughout the course of study. The portfolio is submitted for assessment in OAD 293, Office Administration Internship Experience. **You will be completing a Desktop Publishing Assignment in this course to include in this Professional Portfolio under Software Skills.** These projects should be saved in multiple locations as initiated in OAD 135. See the OAD Professional Portfolio button in the Blackboard course for additional information.

## What You Will Learn in the Course

### Course Objectives:

This course will address the beginning, intermediate, and advance word processing application software skills.

**Student Learning Outcomes:**

| Outcome                                                                                                                                                                                                    | Where Assessed                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1. By completing exercises and software trainings, students will study and apply beginning, intermediate, and advance Word 2021 features to enhance their understanding of the Word 2021 software program. | Chapters 1-9 and 11<br>SIMbooks, Projects,<br>Pause & Practices,<br>Exams, Discussion<br>Board, and Desktop<br>Publishing Project |
| 2. Using a comprehensive exam, demonstrate 80% proficiency on application problems covering the beginning, intermediate, and advance Word 2021 features.                                                   | Final Exam                                                                                                                        |
| 3. With at least 80% accuracy, create, format, and edit a Mail Merge Skill assessment with a score of 80% or higher.                                                                                       | Mail Merge Project                                                                                                                |

**Technology, Lab, and File Requirements:**

You will need access to a computer, reliable Internet connection, and capability to create Microsoft Word 2021 documents. Please note Office 365 is available for free to students at [www.owens.edu/office365](http://www.owens.edu/office365) or may be accessed using computer labs on campus.

## Academic Support

**Disability Services Resource Center:** If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email [disability@owens.edu](mailto:disability@owens.edu), visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

**Tutoring Services:** Owens Community College offers academic tutoring and assistance in a variety of subjects including accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

**Counseling Services:** Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at [counselingservices@owens.edu](mailto:counselingservices@owens.edu). More information is at <https://www.owens.edu/counseling/>.

**Campus and Community Connections:** The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact [connections@owens.edu](mailto:connections@owens.edu)

**Owens Library:** The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

\*\*\*Students can find more information on campus resources, student support, student life, and security at this [link](#).\*\*\*

## General Information

**Student Code of Conduct:** All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

**Anti-Discrimination and Harassment & Title IX/Sexual Misconduct:** All students, faculty, and staff are expected to follow Owens Community College's [4-17-Policy-Anti-Discrimination-Harassment.pdf](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

**Religious Accommodations:** A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy\*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs: [provost@owens.edu](mailto:provost@owens.edu). The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

**Document Collection:** Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

**Classroom Admittance:** OCC classes shall only be attended by the officially registered OCC students or prospective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

**Use of AI Tools:** This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

## Student Responsibilities & Instructor Expectations

Contact the Owens Help Desk **(567) 661-7120** if you are experiencing technical issues with your username and/or password or having navigational issues in Blackboard.

E-mail is the best method to contact me outside of my office hours, which are listed above. I expect questions and that's okay. Don't hesitate! Reach out when you need to.

Email me with personal questions. You must use your Owens student email to ensure FERPA is followed.

\*\*\*I WANT YOU TO DO YOUR BEST IN THIS CLASS. IF YOU HAVE ANY QUESTIONS OR NEED ANY HELP, PLEASE CONTACT ME, SO I CAN ASSIST YOU. \*\*\*

Cheating will be governed under the provisions in the *College Catalog*.

**Attendance Policy:** Attendance for this web course is based on your logging into Blackboard and completing the necessary assignments. In order to receive attendance verification for this class for financial aid purposes, all assignments required for the first due date must be completed by that due date.

**Class work, Homework, and Exams:** Various assignments will be assigned at the completion of each chapter and can be found under the Assignments link in Blackboard.

**You must use the Blackboard website to submit some of your files electronically to me in the file format indicated.** Assignments must be submitted using the Assignments section of Blackboard (unless instructed otherwise). Assignment submitted in an email will not be graded.

**Late Work & Make Up Policy:** Students are to be familiar with the assignment calendar and submit homework on time. **Weekly assignments are due Sunday night at midnight after assigned.** Late assignments will not receive credit. Make-up work will be allowed at the discretion of the instructor, and *only* upon submission of a verifiable reason for missing the work. A “reason” means unavoidable or legitimate circumstances beyond the control of the student.

**Exams:** These will be completed in SIMnet.

**NOTE:** **DATE is the last day students can drop the course without receiving an official letter grade.** Please consult with your academic advisor prior to end of semester to review options.

**Grading assignments:** Assignments that are submitted by the due date will be graded and returned/recorded in the grade center before the next due date, which is one week.

**Answering emails:** The best way to contact me is via email at EMAIL. I will do my best to respond to your emails within 24 hours on weekdays and within 48 hours on weekends.

- I check my email several times a day. (I will post on the Announcements on Blackboard, if I am not going to be able to check my email for extended periods of time during a day or days.) Phone messages left on my voice mail (The number on the on the front page of the syllabus) may be delayed due to office hours. Please only use your Owens email account to contact me.

**Office hours:** These posted times are designated for me to be available to meet with and assist you, outside of normal class time, with any concerns/questions you may have regarding this course or program.

**Facilitating successful completion of the course:** I welcome questions, concerns, and experiences relevant to the topic, course, and/or professional field. We learn from each other. Please don't hesitate to see me during office hours or email me. If I feel that there is a need, I will reach out to the student or class as a whole to address that need. I will make referrals to other campus resources as needed. I am aware that life is happening and this class is not the only thing you have going on.

Read through the material and complete the activities in this class. If you need study tips, Owens has resources to help get you off to a great start!

## How Grades are Determined and Major Assignments

| Evaluation Measure | Outcomes Assessed | Value      |
|--------------------|-------------------|------------|
| Discussion Board   | 1                 | 10 points  |
| Pause & Practices  | 1                 | 500 points |
| Projects           | 1                 | 925 points |

|                            |   |             |
|----------------------------|---|-------------|
| SIMbooks                   | 1 | 250 points  |
| Exams 1 & 2                | 1 | 320 points  |
| Desktop Publishing Project | 1 | 50 points   |
| Mail Merge Project         | 3 | 56 points   |
| Final Exam                 | 2 | 100 points  |
| Total                      |   | 2211 points |

### Grading Scale and Procedure:

| Grade | Points    |
|-------|-----------|
| A     | 2211-1990 |
| B     | 1989-1769 |
| C     | 1768-1548 |
| D     | 1547-1327 |
| F     | 1326-0    |

Grades will be calculated on the following scale.

|                      |   |
|----------------------|---|
| 90% and Above        | A |
| 80% to Less than 90% | B |
| 70% to Less than 80% | C |
| 60% to Less than 70% | D |
| Less Than 60%        | F |

### Important Dates to Remember

Please see <https://www.owens.edu/academics/academic-calendar/> for important dates in the semester.

### Important Dates to Remember (for 16-week classes): SEMESTER

|      |                                                 |
|------|-------------------------------------------------|
| DATE | Spring Semester Begins                          |
| DATE | Last day to ADD 16-week classes                 |
| DATE | Last day to DROP (100% refund)                  |
| DATE | Last day to DROP (60% refund)                   |
| DATE | Last day to DROP (50% refund)                   |
| DATE | Spring Break                                    |
| DATE | Exam Week                                       |
| DATE | Last Day of Classes                             |
| DATE | Last Day to Drop Without a Failing Letter Grade |
| DATE | Commencement                                    |

### **Class Assignments:**

Specific assignments from the textbook and SIMnet will be posted in Blackboard under the Assignments link. All assignments will be due on DATE by TIME. You will submit any work outside of SIMnet using the Blackboard Assignment Link provided. SIMnet assignment grades will be transferred to Blackboard grade book upon completion and grading.

| <b>Week/Due Date</b> | <b>Topic</b>                                                           |
|----------------------|------------------------------------------------------------------------|
| <b>DATE</b>          | Introduction to Course<br>SIMnet Orientation<br>Intro Discussion Board |
| <b>DATE</b>          | Chapter 1-Creating and Editing Documents                               |
| <b>DATE</b>          | Chapter 2-Formatting and Customizing Documents                         |
| <b>DATE</b>          | Chapter 3-Collaborating with Others & Working with Reports             |
| <b>DATE</b>          | Chapter 4-Using Tables, Columns, and Graphics                          |
| <b>DATE</b>          | Test 1-Chapters 1-4                                                    |
| <b>DATE</b>          | Chapter 5-Using Templates & Mail Merge                                 |
| <b>DATE</b>          | **Mail Merge Portfolio Project**                                       |
| <b>DATE</b>          | Chapter 6-Using Custom Styles & Building Blocks                        |
| <b>DATE</b>          | Chapter 7-Advanced Tables & Graphics                                   |
| <b>DATE</b>          | Chapter 8-Using Desktop Publishing & Graphic Features                  |
| <b>DATE</b>          | **Desktop Publishing Portfolio Project**                               |
| <b>DATE</b>          | Test 2-Chapters 5-8                                                    |
| <b>DATE</b>          | Chapter 9-Working Collaboratively & Integrating Applications           |
| <b>DATE</b>          | Chapter 11-Working with Forms & Master Documents                       |
| <b>DATE</b>          | Final Exam-Comprehensive: Chapters 1-9, 11                             |

*Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.*