



**BUSN 1400 WORD PROCESSING  
COURSE SYLLABUS  
Online  
Fall Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/4500

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20052

Preferred Method of Contact: Email [lwhitfield@southeasterntech.edu](mailto:lwhitfield@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Linda Whitfield

Email Address: [Linda Whitfield \(lwhitfield@southeasterntech.edu\)](mailto:Linda_Whitfield@lwhitfield@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/804 Gillis Medical Building

Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday

Phone: 912-538-3158

Fax Number: 912-538-3106

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Cengage Unlimited Printed Access Card

Semester Access (4 months) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore [stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu) or 912-538-3129 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Shelly Cashman Series® Microsoft® Office 365 & Word 2016: Comprehensive, 1st Edition

Misty E. Vermaat, ISBN-10: 1-305-87101-4, Bound ISBN-13: 978-1-305-87101-4, Looseleaf ISBN: 978-1-337-25119-8

Also Need: SAM 365/2016 Assessment, Training, & Projects 1st Edition Printed Access Card, Cengage Learning, ISBN-13: 978-1-337-11392-2



## REQUIRED SUPPLIES & SOFTWARE

Microsoft Word 2016, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Students can **download** Word 2016 from the Office 365 given by STC for free (NO NEED TO PURCHASE). Students will be saving assignments to the SAM application and uploading to the Blackboard course.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application.

## MAJOR COURSE COMPETENCIES

Word processing topics include word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, and sharing securing content.

## PREREQUISITE(S)

COMP 1000-Introduction to Computers or Guided Elective

## COURSE OUTLINE

1. Word Processing Concepts
2. Customizing Documents
3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.

3. The ability to read, analyze, and interpret information.

### **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Students are also expected to complete all Module work, project assignments, discussion boards, and exams on the dates specified on the attached Lesson Plan. Assignments will be saved via the One Drive, Remote Lab, Blackboard, or SAM.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 75 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **MODULE WORK**

Module Work will be checked to ensure that work is consistently being completed. Assignments must be saved to the corresponding module's drop box. Students are expected to complete all Module Work as indicated in your syllabus. If you do not complete the work by the assigned due date, a 50 percent deduction will be taken on your Word Project for the corresponding module.

### **ONLINE ATTENDANCE**

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

### **ONLINE PROCTORED EVENT WITHDRAWALS**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to make up/reschedule the missed event. The penalty and make up instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

## **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, October 23, 1 p.m., Gillis Medical Building, Room 806, and Swainsboro Campus, October 24, 8 a.m., Building 2, Room 2122. You can come either day that is convenient for you. The test will consist of information learned in Word Chapters 1 – 7. You will create a newsletter.**

## **WORK ETHICS**

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class. The Work Ethics Assessment is due at midnight on October 14, 2019.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

Students are required to take all tests scheduled during the semester. Failure to take Blackboard/SAM Tests/Exams, and assignments will result in a grade of zero. There will be no make up of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The

instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist          Vidalia Campus          3001 East 1<sup>st</sup> Street, Vidalia          Office 165 Phone: 912-538-3126          Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen.Thomas@southeasterntech.edu</a></p>	<p>Lanie Jonas, Director of Human Resources          Vidalia Campus          3001 East 1<sup>st</sup> Street, Vidalia          Office 138B Phone: 912-538-3230          Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie.Jonas@southeasterntech.edu</a></p>

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you

find a problem that prevents access, please contact the course instructor.

## **GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## **ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## **TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## **GRADING POLICY**

<b>Assessment/Assignment</b>	<b>Percentage</b>
SAM Projects	30%
SAM Productive Project Exams	20%
SAM Productive Training Exams	20%
Proctored Exam	20%
Work Ethics	5%
Discussion	5%

## **GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**BUSN 1400 Word Processing**  
**Fall Semester 2019 Lesson Plan**

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEK 1</p> <p>August 13 – 19</p>		<p>First Day of Class</p>	<p>Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.</p> <p>You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p>Make contact with instructor via email for attendance to ensure intent on completing the course.</p> <p>Due August 15 midnight</p>	
<p>WEEK 2</p> <p>August 20 – 26</p>	<p>Module 1</p>	<p>Creating, Formatting, and Editing a Word Document with Pictures</p>	<p>Module 1 Work from Book (Surf Flyer) Place in Blackboard Dropbox</p> <p>Module 1 WD Project on SAM</p> <p>Module 1 WD Project Exam on SAM</p> <p>Module 1 WD Training on SAM</p> <p>Module 1 WD Training Exam on SAM</p> <p>Discussion Board 1</p> <p>DUE August 26 MIDNIGHT</p>	<p>1,3,5,6 a,c</p>



Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEK 3</p> <p>August 27 – September 2</p>	<p>Module 2</p>	<p>Creating a Research Paper with References and Sources</p> <p>Holiday Monday, September 2</p>	<p>Module 2 Work from Book (Headphones and Earbuds Paper) Place in Blackboard Dropbox</p> <p>Module 2 WD Project on SAM</p> <p>Module 2 WD Project Exam on SAM</p> <p>Module 2 WD Training on SAM</p> <p>Module 2 WD Training Exam on SAM</p> <p>Discussion Board 2</p> <p>DUE September 2 MIDNIGHT</p>	<p>1,2,3,4,5,6 a,b,c</p>
<p>WEEK 4</p> <p>September 3 – 9</p>	<p>Module 3</p>	<p>Creating a Business Letter with a Letterhead and Table</p> <p>Save the envelope by adding it to the document. See page 173.</p>	<p>Module 3 Work from Book (Apple Park Letterhead, Lee Vendor Letter) Place in Blackboard Dropbox</p> <p>Module 3 WD Project on SAM</p> <p>Module 3 WD Project Exam on SAM</p> <p>Module 3 WD Training on SAM</p> <p>Module 3 WD Training Exam on SAM</p> <p>Discussion Board 3</p> <p>DUE September 9 MIDNIGHT</p>	<p>*1,2,3,4,5,6 a,b,c</p>

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEK 5</p> <p>September 10 – 16</p>	<p>Module 4</p>	<p>Creating a Document with a Title Page, Lists, Tables, and a Watermark</p>	<p>Module 4 Work from Book (Animal Clinic Title Page, Animal Clinic Sales Proposal) Place in Blackboard Dropbox</p> <p>Module 4 WD Project on SAM</p> <p>Module 4 WD Project Exam on SAM</p> <p>Module 4 WD Training on SAM</p> <p>Module 4 WD Training Exam on SAM</p> <p>Work Ethics Assessment</p> <p>DUE September 16 MIDNIGHT</p>	<p>1,2,3 4,5,6 a,b,c</p>
<p>WEEK 6</p> <p>September 17 – 23</p>	<p>Module 5</p>	<p>Using a Template to Create a Resume and Sharing a Finished Document</p> <p>Read the SEND THE SHARE Document and EMAIL. You do not have to send.</p>	<p>Module 5 Work from Book (Yazzie Resume.docx, Yassie Resume.pdf, Yazzie Resume.doc, Yazzie Resume.mht) Place in Blackboard Dropbox</p> <p>Module 5 WD Project on SAM</p> <p>Module 5 WD Project Exam on SAM</p> <p>Module 5 WD Training on SAM</p> <p>Module 5 WD Training Exam on SAM</p> <p>DUE September 23 MIDNIGHT</p>	<p>1,2,3,4,5,6 a,b,c</p>

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 7 September 24 – 30	Module 6	Generating Form Letters, Mailing Labels, and a Directory  Will need Data Files downloaded	Module 6 Work from Book (Yazzie Cover Letter, Yazzie Prospective Employers.mdb, Yazzie Merged Cover Letters, Yazzie Merged Mailing Labels, Yazzie Merged Potential Employer Directory) Place in Blackboard Dropbox  Module 6 WD Project on SAM  Module 6 WD Project Exam on SAM  Module 6 WD Training on SAM  Module 6 WD Training Exam on SAM  DUE September 30 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 8 October 1 – 7	Module 7	Creating a Newsletter with a Pull-Quote and Graphics  Will need Data Files downloaded  Work Ethics Assessment Due October 14 Midnight	Module 7 Work from Book (Security Trends Newsletter, Biometrics Diagram Modified) Place in Blackboard Dropbox  Module 7 WD Project on SAM  Module 7 WD Project Exam on SAM  Module 7 WD Training on SAM  Module 7 WD Training Exam on SAM  Discussion Board 4  DUE October 7 MIDNIGHT	1,2,3,4,5,6 a,b,c
WEEK 9 October 8 – 14	Work Ethics		Work Ethics Assessment  DUE October 14 MIDNIGHT	1,2,3,4,5,6 a,b,c
WEEK 10 October 15 – 21	Proctored Exam	<b>Proctored Exam</b> <b>Wednesday, October 23, 2019</b> <b>Vidalia Campus, Room 806, 1 p.m.</b> <b>OR</b> <b>Thursday, October 24, 2019</b> <b>Swainsboro Campus, Room 2122, 8 a.m.</b>	Study for Proctored Exam  Proctored Exam: You will be using the skills learned in Chapters 1 – 7 to create a newsletter.	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 11  October 22 – 28	Module 8	<p>Using Document Collaboration, Integration, and Charting Tools</p> <p>Will need Data Files downloaded</p> <p>Will need to open Excel 2016 and Word 2016 together at a point in this Module</p> <p>You do not have to publish a blog account.</p> <p><b>Proctored Exam</b>  <b>Wednesday, October 23, 2019</b>  <b>Vidalia Campus, Room 806, 1 p.m.</b>  <b>OR</b>  <b>Thursday, October 24, 2019</b>  <b>Swainsboro Campus, Room 2122, 8 a.m.</b></p>	<p>Module 8 Work from Book (Fitness Center Revenue Comparison Memo with Comments and Tracked Changes, Fitness Center Revenue Comparison Memo Reviewed, Fitness Center Revenue Comparison Memo with Table and Clustered Chart, Fitness Center Revenue Comparison Memo with Table and 3-D Clustered Chart)</p> <p>Place in Blackboard Dropbox</p> <p>Module 8 WD Project on SAM</p> <p>Module 8 WD Project Exam on SAM</p> <p>Module 8 WD Training on SAM</p> <p>Module 8 WD Training Exam on SAM</p> <p>Discussion Board 5</p> <p>DUE October 28 MIDNIGHT</p>	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>WEEK 12</p> <p>October 29 – November 4</p>	<p>Module 9</p>	<p>Creating a Reference Document with a Table of Contents and an Index</p> <p>Will need Data Files downloaded</p>	<p>Module 9 Work from Book (Using Microsoft Word 2016-Inserting Graphics Guide)</p> <p><b>Only Upload the PDF of this assignment</b></p> <p>Place in Blackboard Dropbox</p> <p>Module 9 WD Project on SAM</p> <p>Module 9 WD Project Exam on SAM</p> <p>Module 9 WD Training on SAM</p> <p>Module 9 WD Training Exam on SAM</p> <p>DUE November 4 MIDNIGHT</p>	<p>1,2,3,4,5,6 a,b,c</p>
<p>WEEK 13</p> <p>November 5 – 11</p>	<p>Module 10</p>	<p>Creating a Template for an Online Form</p> <p>Will need Data Files downloaded</p>	<p>Module 10 Work from Book (Coffeehouse Customer Survey, Berkshire Survey)</p> <p>Place in Blackboard Dropbox</p> <p>Module 10 WD Project on SAM</p> <p>Module 10 WD Project Exam on SAM</p> <p>Module 10 WD Training on SAM</p> <p>Module 10 WD Training Exam on SAM</p> <p>DUE November 11 MIDNIGHT</p>	<p>*1,2,3,5,6 **a,b,c</p>

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 14 November 12 – 18	Module 11	Enhancing an Online Form and Using Macros  Will need Data Files downloaded	Module 11 Work from Book (Coffeehouse Customer Survey Modified.dotm) Place in Blackboard Dropbox  Module 11 WD Project on SAM  Module 11 WD Project Exam on SAM  Module 11 WD Training on SAM  Module 11 WD Training Exam on SAM  DUE November 18 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 15 November 19 – 25		End of the Semester	Discussion Board #5  DUE November 25 MIDNIGHT	*1,2,3,5,6 **a,b,c

**COMPETENCY AREAS:**

1. Word Processing Concepts
2. Customizing Documents
3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

**GENERAL CORE EDUCATIONAL COMPETENCIES**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

## Work Ethics Assessment Grading Rubric

	<b>Achievement Level 1 (10 points each)</b>	<b>Achievement Level 2 (20 points each)</b>	<b>Achievement Level 3 (30 points each)</b>	<b>Achievement Level 4 (40 points each)</b>	<b>Achievement Level 5 (50 points each)</b>
<b>Sentence Length and Knowledge</b>	Student's answer is less than 20 words in length and demonstrate s poor knowledge of the work ethic topic addressed in the scenario.	Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario.	Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario.	Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario.	Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in each scenario.
<b>Spelling/Grammar and Sentence Structure</b>	Student has 5 or more errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar.	Student has no more than 3 errors in spelling, punctuation, and grammar.	Student has no more than 2 errors in spelling, punctuation, and grammar.	Student has no more than 1 error in spelling, punctuation, and grammar.

**A score of at least 70 out of 100 points must be achieved in order to pass the Work Ethics Exam.**

**If a work ethic topic is not answered, the student will receive 0 points for that topic.**



## GRADING SCALE RUBRIC

Number of discussion posts	Number of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.