



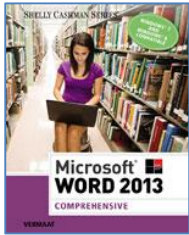
**Comprehensive Word Processing Techniques
CIST2127
COURSE SYLLABUS
ONLINE**

Fall 2015 (Fiscal Year 201612) Term A

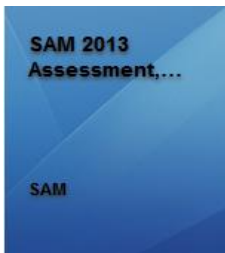
Semester: Fall 2015 FY 201612 Term A
Course Title: Comprehensive Word Processing Techniques
Course Number: CIST 2127
Credit Hours/ Minutes: 3 / 3750
Class Location: GVTC/Angel
Class Meets: Via Internet / 7.5 wks
CRN: 20062

Instructor: Mr. Jamie Powers
Office Phone: 478-289-2221
Fax: 478-289-2214
Office Hours: 2:00 – 4:30 Monday – Thursday
Office Location: Building 6, Room 6204
Email: jpowers@southeasterntech.edu
Tutoring Hours: Made by Appointment

REQUIRED TEXTS:



Microsoft® Word 2013: Comprehensive, 1st Edition
Misty E. Vermaat Purdue University Calumet
ISBN-10: 1285167686
ISBN-13: 9781285167688
888 Pages Paperback
Previous Editions: 2012, 2008
© 2014 | Published



Also Need: (If taken a SAM course previously, contact instructor for your keycode. No need to purchase).

SAM 2013 Assessment , Training, & Projects 1st Edition
Cengage Learning
ISBN-13: 978-1-285-42749-2
©2014 Published

You can purchase from the STC bookstore
stcbookstore@southeasterntech.edu or 912-538-3129. **SAM ACCESS
KEYs HAVE TO BE BRAND NEW, USED KEYs WILL NOT WORK**

REQUIRED SUPPLIES & SOFTWARE: one **USB Flash Drive**, Microsoft Word 2013, Internet connection, **Browser** requirement is Internet Explorer 9 or higher, Mozilla Firefox (**recommended**) or Google Chrome. **IDS can be used for Office 2013; however, recommend you purchase a 180 day (6mth) full evaluation version from the STC Bookstore for \$35.00 due to variety of home internet connections.**

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor 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 complete the online portion of the course.

COURSE DESCRIPTION: This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

MAJOR COURSE COMPETENCIES/OUTLINE:

1. Customize Documents
2. Organize Content
3. Review Documents
4. Troubleshoot and Support Application Software

PREREQUISITE(S): None

GENERAL EDUCATION CORE COMPETENCIES: STC 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS REQUIREMENTS (Online): Online courses require students 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 in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. **Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached calendar.**

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 PM 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. Assignments will be submitted via the Remote Lab Information Delivery System (CITRIX – IDS) or emailed to the instructor, Angel, and SAM. **Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

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 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 11:55 PM 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.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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 accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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 under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval 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, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, September 23, 2015, 3:00 PM, Room 818, and Swainsboro Campus, September 24, 2015, 3:00 PM, Room 6204.

MAKEUP GUIDELINES: Students are required to take all tests scheduled during the semester. Failure to take Angel/SAM Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup 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. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. **Note: If student notifies instructor about exam problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the exam. No exceptions! 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. Weeks start on Tuesday and end on Monday with assignments due on Monday at 11:55 PM. See Lesson Plan.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states 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 STC Catalog and Student Handbook.

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY STATEMENT: <i>The Technical College System of Georgia (TCSG) 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.</i>
SAM Projects	20%	A: 90-100	Excellent	
SAM Productive Project Exams	25%	B: 80-89	Good	
SAM Productive Training Exams	25%	C: 70-79	Satisfactor y	
Proctored Exams	20%	D: 60-69*	Poor	
Angel Discussion Boards	10%	F: 0-59*	Failing	
Total	100%			
* Grade of D or below results in student repeating the class				

Discussion Board Project/Problems Grading Rubric					
Performance	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25%	<ul style="list-style-type: none"> •No grammatical or spelling errors 	<ul style="list-style-type: none"> •Grammatical and Spelling errors are few and cause no comprehension problems 	<ul style="list-style-type: none"> •Grammatical and spelling errors cause the reader to reread many parts of the post 	<ul style="list-style-type: none"> •Grammatical and spelling errors are frequent making post confusing to read and comprehend 	<ul style="list-style-type: none"> •Grammatical and spelling errors are so numerous the post is hard or impossible to comprehend
Points	25	22.5	17.5	12.5	0
Posts & Word Count 25%	<ul style="list-style-type: none"> •Posts early to allow time to read and reply to 4 posts •125-150 words in main thread 	<ul style="list-style-type: none"> •Posts early to allow others time to read and reply to 3 posts •80-124 words in main thread 	<ul style="list-style-type: none"> •Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •26-79 words in main thread 	<ul style="list-style-type: none"> •Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •0-26 words in main thread 	<ul style="list-style-type: none"> •No posted response to the main thread
Points	25	22.5	17.5	12.5	0
Scope of Solution NO COPYING AND PASTING FROM WEBSITES If any information comes from a website it must be cited as a resource 25%	<ul style="list-style-type: none"> •Content provides a through frame of reference for comprehending the solution •An original solution is provided •Numerous resources listed 	<ul style="list-style-type: none"> •Content provides appropriate factual data but is not original or complete to solve problem or topic •Resources listed 	<ul style="list-style-type: none"> •Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution •Few resources listed 	<ul style="list-style-type: none"> •Content is not a realistic solution to the problem or topic •Only 1 resource listed 	<ul style="list-style-type: none"> •Content fails to offer a conscientious solution to selected problem or topic •No resources listed
Points	25	22.5	17.5	12.5	0
Explanation 25%	<ul style="list-style-type: none"> •All steps are covered •Questions are answered correctly 	<ul style="list-style-type: none"> •Most steps are covered and answered correctly 	<ul style="list-style-type: none"> •Most steps are covered but not answered correctly 	<ul style="list-style-type: none"> •Less than half of the steps are covered and answered correctly 	<ul style="list-style-type: none"> •No steps are covered or answered
Points	25	22.5	17.5	12.5	0

**CIST 2127 – Comprehensive Word Processing Techniques
FALL Semester 2015 Term A Lesson Schedule (Fiscal Year 201612)**

Date	Chap / Less	Content	Assignments & Tests Due	Competency Area
Week 1				
Monday Aug 17- Mon Aug 24		Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage	Orientation Assignments: Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email. Login to ANGEL: 08/17 11:55 PM	1 a, c
		ANGEL, IDS, EMAIL, BANNER Tutoring Session held Tuesday August 19 at 5:00 Vidalia & August 20 at 4:00 pm Swainsboro. See Announcements on Angel.	Complete Personal Introduction on Angel Complete STC Acknowledgement, Student Information & Policy Packet on Angel	
			Review ANGEL, IDS, and Discussion Board coverage	
		Please do not create your SAM user account, your instructor will do this and notify you. You should also have a <u>SAM keycode to</u> enter once you are able to enter your SAM login. ***If you have previously used SAM for COMP1000 at STC, you do not have to purchase another keycode. Contact instructor for your new keycode and login instructions.	Create a CIST2127 folder on your P: DRIVE on IDS. See Page OFF20. Start working thru Chapter 1 book work.	
	1	Creating, Formatting, and Editing a Word Document with Pictures	Chapter 1 Work from book (Adventure Flyer) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL. Complete Discussion Board Topic #1	1,4 a, c
		Chp 1 Word Project on SAM		
		Chp 1 Word Productive Project EXAM on SAM		
		Chp 1 Word Training on SAM Chp 1 Word Productive Training EXAM on SAM		
Week 1 assignments due by 11:55 PM, Aug 24				
Week 2				
Tues Aug 25 – Mon Aug 31	2	Creating a Research Paper with References and Sources	Chapter 2 Work from book (Biometric Devices Paper) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL. Complete Discussion Board Topic #2	1,2,3 a, c
			Chp 2 Word Project on SAM	
			Chp 2 Word Productive Project EXAM on SAM	1,2,3 a, c
			Chp 2 Word Training on SAM	
			Chp 2 Word Productive Training EXAM on SAM	
Week 2 assignments due by 11:55 PM, Aug 31				

Week 3				
Tues Sept 1- Mon Sept 7	3	Creating a Business Letter with a Letterhead and Table Read through E-mail section.	Chapter 3 Work from book (Samaras Letterhead , Samaras Thank You Letter , Samaras Envelopes) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL. CREATE THE ENVELOPE AND SAVE TO SCREEN ONLY.	1,2,3 a, c
			Complete Discussion Board Topic #3	
			Chp 3 Word Project on SAM Chp 3 Word Productive Project EXAM on SAM	
			Chp 3 Word Training on SAM Chp 3 Word Productive Training EXAM on SAM	
	4	Creating a Document with a Title Page, Lists, Tables, and a Watermark	Chapter 4 Work from book (Paw Ridge Title Page , Paw Ridge Sales Proposal) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL.	1,2,3 a, c
			Chp 4 Word Project on SAM Chp 4 Word Productive Project EXAM on SAM	
			Chp 4 Word Training on SAM Chp 4 Word Productive Training EXAM on SAM	
Week 3 assignments due by 11:55 PM, Sept 8				
Week 4				
Sept 7	H	Labor Day Holiday		
Tues Sept 8 – Mon Sept 14	5	Using a Template to Create a Resume and Sharing a Finished Document Notify your instructor of the date you plan to attend the Proctored Exam by Setember14, 2015. (9/23 in Vidalia, 9/24 in Swainsboro	Chapter 5 Work from book (Green Resume .docx , Green Resume.pdf , Green Resume.doc , Green Resume.mht) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL.	1,2,3 a, c
		You have to read thru the SkyDrive section, BUT YOU DO NOT HAVE TO CREATE AN ACCOUNT	Schedule Proctored Exam with Instructor by Sept 14, 2013.	
			Chp 5 Word Project on SAM Chp 5 Word Productive Project EXAM on SAM	
			Chp 5 Word Training on SAM Chp 5 Word Productive Training EXAM on SAM	
	6	Generating Form Letters, Mailing Labels, and a Directory Read thru email section	Chapter 6 Work from book (Green Cover Letter , Job Hunting Folder , Green Prospective Employers.mdb , Green Merged Letters , Green Mailing Labels , , Green Potential Employer Directory) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL.	1,2,3 a, c
			Chp 6 Word Project on SAM Chp 6 Word Productive Project EXAM on SAM	
			Chp 6 Word Training on SAM Chp 6 Word Productive Training EXAM on SAM	
Week 4 assignments due by 11:55 PM, Sept 14				

Week 5

Tues. Sept 15 – Mon 21	7	Creating a Newsletter with a Pull-Quote and Graphics SEMESTER MIDTERM SEPT 14	Chapter 7 Work from book (Campus Post Newsletter, Information Literacy Diagram Modified) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL Complete Discussion Board Topic #4	1,2,3 a, c
		Will need Data Files downloaded	Chp 7 Word Project on SAM Chp 7 Word Productive Project EXAM on SAM Chp 7 Word Training on SAM	
			Chp 7 Word Productive Training EXAM on SAM	
	8	Using Document Collaboration and Integration Tools Will need Data Files downloaded Will need to open Excel 2013 and Word 2013 together at a point in this chapter	Chapter 8 Work from book (Fund-Raising Results Memo with Comments and Tracked Changes. Fund-Raising Results Memo Reviewed, Fund-Raising Results Memo with Table and Clustered Chart, Fund-Raising Results Memo with Table and 3-D Clustered Chart, Fund-Raising Blog) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL.	1,2,4 a, c
	YOU DO NOT HAVE TO PUBLISH A BLOG ACCOUNT but you can do the steps.	Chp 8 Word Project on SAM		
		Chp 8 Word Training on SAM		

Week 5 assignments due by 11:55 PM, Sept 21

Week 6

Tues. Sept 22 – Mon Sept 28			Prepare for Proctored Exams	1,2,3,4
			Prepare for Proctored Exams	a, b, c
			PROCTORED Chp 8 Word Productive Training EXAMS on SAM. Test is password protected to only take at STC. See Syllabus information on Proctored Exam. Available on Sept. 23th at 3:00 pm Vidalia or 24th at 3:00 pm Swainsboro	
	9	Creating a Reference Document with a Table of Contents and an Index	Chapter 9 Work from book (Inserting Various Types of Graphics Final, Learn Word – Guide #9) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL.	1,2,4 a, b, c
	Will need Data Files downloaded	Chp 9 Word Project on SAM Chp 9 Word Training on SAM		
		Chp 9 Word Productive Training EXAM on SAM		

Week 6 assignments due by 11:55 PM, Sept 28

Week 7

Tues. Sept 29 – Mon Oct 5	10	Creating a Template for an Online Form	Chapter 10 Work from book (Customer Survey, Kaminsky Survey) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL.	1,3,4 a, c
		Will need Data Files downloaded	Complete Discussion Board Topic #5 Chp 10 Word Project on SAM Chp 10 Word Training on SAM Chp 10 Word Productive Training EXAM on SAM	
	11	Enhancing an Online Form, Using Macros, and Adding Digital Signatures	Chapter 11 Work from book (Customer Survey Modified) PLACE IN IDS – P: drive – CIST2127 folder. DO NOT PRINT OR EMAIL.	1,4 a, b, c
	Will need Data Files downloaded	Chp 11 Word Project on SAM		

Week 7 assignments due by 11:55 PM, Oct 5

Week 7.5

Tues Oct 6 – Thurs Oct 8			Chp 11 Word Training on SAM	1-4. a, b, c
			Chp 11 Word Productive Training <u>EXAM</u> on SAM DUE OCTOBER 5TH AT NOON	
			Last Day of Semester. NO FINAL EXAM FOR THIS COURSE	

*** Competency Areas:**

1. Customize Documents
2. Organize Content
3. Review Documents
4. Troubleshoot and Support Application Software

GENERAL EDUCATION CORE 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.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.