



## CIST2127 COMPRESHENSIVE WORD PROCESSING TECHNIQUES

### COURSE SYLLABUS

Online

Fall Semester 2019 FY202012

#### COURSE INFORMATION

Credit Hours/Minutes: 3/3750 (5)

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

Class Meets: Via Internet for 7 1/2 weeks (**MINI-MESTER B**) Starts 10/08/19 and Ends 12/04/19

Course Reference Number (CRN): 20083

Preferred Method of Contact: Email [Stephanie Moye \(smoye@southeasterntech.edu\)](mailto:smoye@southeasterntech.edu)

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Ms. Stephanie Moye

Email Address: [Stephanie Moye smoye@southeasterntech.edu](mailto:smoye@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Gillis Building, Room 813

Office Hours: 2:00pm – 4:30pm Monday - Thursday

Phone: 912-538-3161

Fax Number: 912-538-3106

Tutoring Hours (if applicable): Made by appointment with instructor

#### 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

For cheaper books, student can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the STC Bookstore or online at <http://www.cengagebrain.com>. Students can rent a book from the website and then ship it back after completion for \$7.99.

SC Series® Microsoft® Word 2016: Comprehensive Edition, Vermaat, plus SAM + LMS **AUTHORS:** Misty E. Vermaat - ©2017, **BUNDLED TOGETHER: ISBN#: 978-1-337-11400-4. You can purchase from the [Southeastern Technical College bookstore \(stcbookstore@southeasterntech.edu\)](mailto:stcbookstore@southeasterntech.edu) or 912-538-3129. ALL SAM ACCESS KEYCODES HAVE TO BE BRAND NEW, USED KEY'S WILL NOT WORK.**



## REQUIRED SUPPLIES & SOFTWARE

Use **Southeastern Technical College computers or a computer with XP, VISTA, Win 7, 8, or 10**, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, **Browser requirement is Internet Explorer 9 or higher, Google Chrome, or Mozilla FireFox**, Windows Media Player 10.0 or later, Adobe Reader. One **USB Flash Drive, HEADPHONES, Microsoft WORD 2016**, Internet connection. **Students can download Microsoft Word from the Office 365 given by STC for free (NO NEED TO PURCHASE – Highly recommend to download the Word to the machine you will be using).** **Students will be submitting assignments to the SAM application. Students are required to have book on the first day of class. Students can use e-books if they prefer.**

**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 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/COURSE OUTLINE

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

## PREREQUISITE(S)

None

## 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 as shown on the attached assignment sheet. Students will have at least one week to complete all Module work, project assignments, discussion boards and tests that are due at **midnight on Monday of each week**. Dates are specified on the attached calendar. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard and/or SAM. Assignments are given with numerous days to complete; therefore, **no assignment will be accepted late. After the due date a grade of zero will be given.**

**Program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week

and spending a minimum of **3 hours per week** 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.

### **DISCUSSION BOARD TOPICS**

Discussions 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.**

### **EMAILS**

Preferred method of communication should be through student MAIL. Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example:  
**CIST2127 OL Moye**

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 our Blackboard course.

### **CHECKING GRADES**

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

### **NO HARM NO FOUL POLICY**

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

### **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 11:59 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.

### **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:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_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:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_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:** Swainsboro Campus, Tuesday, November 13, 2019, 3:30 PM, Building 2 Room 2106, and Vidalia Campus, Wednesday November 14, 2019, 3:45 PM, Gillis Building, Room 818.

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

Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), 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 assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about 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 assignment. 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. Makeups are not allowed for unannounced quizzes/assignments.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College 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 Southeastern Technical College Catalog and Student 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:hthomas@southeasterntech.edu">Helen Thomas, hthomas@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:ljonas@southeasterntech.edu">Lanie Jonas, ljonas@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's 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

Assessment/Assignment	Percentage
SAM Projects	20%
SAM Project Exams	25%
SAM Training Exams	25%
Proctored Exam	20%
Blackboard Discussion Board	10%

### GRADING SCALE

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

**Grade of D or below results in student repeating the class**

### DISCLAIMER STATEMENTS

**Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located inside the student's online course shell. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.**

**This is a fast-paced course and you cannot delay on assignments or you will get behind. Please keep up with your work or stay ahead.**

## Discussion Board Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
<b>Grammar/ Spelling</b> 25.00 %	<ul style="list-style-type: none"> <li>• No grammatical or spelling errors <b>(25 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Grammatical and spelling errors are few and cause no comprehension problems. <b>(22.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Grammatical and spelling errors cause the reader to reread many parts of the post. <b>(17.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Grammatical and spelling errors are frequent making posts confusing to read and comprehend. <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. <b>(0 points)</b></li> </ul>
<b>Posts &amp; Word Count</b> 25.00%	<ul style="list-style-type: none"> <li>• Posts early to allow time to read and reply</li> <li>• Publishes at least one original post and at least one reply</li> <li>• 125 - 150 words in main thread <b>(25 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply</li> <li>• Publishes one post and one reply</li> <li>• 80 – 124 words in main thread <b>(22.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply.</li> <li>• Publishes one post and no replies</li> <li>• 26 – 79 words in main thread <b>(17.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply.</li> <li>• Publishes no posts and one reply</li> <li>• 0-25 words in main thread <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Publishes no posts or replies <b>(0 points)</b></li> </ul>
<b>Critical Thinking</b> <b>NO COPYING AND PASTING FROM WEBSITES.</b> <b>If any information comes from a website it must be cited as a resource.</b> 25.00%	<ul style="list-style-type: none"> <li>• Content provides a thorough frame of reference for comprehending the solution;</li> <li>• an original solution is provided.</li> <li>• Numerous Resources listed <b>(25 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Content provides appropriate factual data but is not original or complete to solve problem or topic.</li> <li>• Resources listed <b>(22.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution.</li> <li>• Few resources listed <b>(17.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Content is not a realistic solution to the problem or topic.</li> <li>• One resource listed <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Content fails to offer a conscientious solution to selected problem or topic.</li> <li>• No resource listed <b>(0 points)</b></li> </ul>
<b>Explanation</b>  25.00%	<ul style="list-style-type: none"> <li>• All Steps are covered.</li> <li>• Questions are answered correctly. <b>(25 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Most Steps are covered and answered correctly. <b>(22.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Most steps are covered but not answered correctly. <b>(17.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Less than half of the steps are covered and answered correctly. <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Less than half of the steps are covered and not answered correctly. <b>(0 points)</b></li> </ul>



# CIST2127 Comprehensive Word Processing Techniques

## Spring Semester 2019 Lesson Plan

**Key:** Tues= Tuesday, Chp= Chapter, Pg. = Page, OFF= Office 365, WD= Word, AC= Access, PPT = PowerPoint, EX = Excel, Mod = Module, Oct=October, Nov=November, Dec=December

Date	Module	Content	Assignments & Tests Due	Competency
First Day Tues Oct 8	<b>Intro</b>	<p>Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage</p> <p>BLACKBOARD, REMOTE LAB DESKTOP SERVICES, EMAIL, BANNER Tutoring Session held. See Announcements on Blackboard.</p> <p>YOU DO NOT HAVE TO PRINT or EMAIL any items to the instructor. Ignore this in the reading of the book.</p> <p>You will have to create a cengagebrain account and add your Bundled ISBN# for your Book and SAM. <b>Use your school email address and PIN to create the account. Make sure you write down your Cengage account name and password! You will be using the links inside of your Blackboard course to complete your SAM assignments</b></p>	<p><b>Orientation Assignments:</b></p> <p><b>Logon to STUDENT MAIL:</b> Send email to Instructor. Reply to any Instructor email.</p> <p>Getting Started – Start Here Items:</p> <ul style="list-style-type: none"> <li>• Read all items</li> <li>• Complete STC Pledge Acknowledgement &amp; Student Introduction</li> <li>• <b>Join the CIST2127 course section in SAM.</b></li> <li>• Familiarize yourself with Using Student Email Account (STC Office 365 Mail) from mySTC.</li> <li>• Send email to instructor with an attachment for First Day Attendance.</li> <li>• Create a <b>CIST2127 folder</b> on your OneDrive. See Page OFF26-36.</li> </ul> <p><b>All above items due midnight 10/8/19:</b></p>	1,4 a, c

Date	Module	Content	Assignments & Tests Due	Competency
Week 1 Oct 8 - 14	1	<p>Creating, Formatting, and Editing a Word Document with Pictures</p> <p>SEE DISCUSSION BOARD RUBRICS FOR GRADING.</p> <p>To SAVE all your Chapter/Module book work, you will submit them to SAM. You can also save to your One Drive from the Office365 portal.</p>	<p>Start working thru Word Module book work. For the purpose of this course – Chapters are called MODULES. You will read and step through all red steps of the book to learn materials. You can use the SAM Project Textbook for Chapters 1-3. You will then complete a Training and Training Exams, and create Project &amp; Project Exams in SAM.</p> <p>Module 1 Work from book (Surf Flyer) using WD Mod 1 Project Textbook in SAM</p> <p>All SAM items should be saved to your Office 365 OneDrive CIST2127 Folder. Once complete, submit each file back to the SAM for grading. You do not have to print or email results.</p> <p>WD Mod 1 Training on SAM WD Mod 1 Training EXAM on SAM Complete Discussion Board Topic #1 WD Mod 1 Project on SAM WD Mod 1 Project EXAM on SAM</p> <p><b>Week 1 assignments due by 11:55 PM, Oct 14</b></p>	1,4 a, c
Week 2 Oct 15 - 21	2	<p>Creating a Research Paper with References and Sources</p> <p><b>January 21 - Holiday</b></p>	<p>Module 2 Work from book (Headphones and Earbuds Paper) using WD Mod 2 Project Textbook in SAM</p> <p>Complete Discussion Board Topic #2</p> <p>WD Mod 2 Training on SAM WD Mod 2 Training EXAM on SAM WD Mod 2 Project on SAM WD Mod 2 Project EXAM on SAM</p> <p><b>Week 2 assignments due by 11:55 PM, Oct 21</b></p>	1,2,3 a, c

Date	Module	Content	Assignments & Tests Due	Competency
Week 3 Oct 22 - 28	3  4	Creating a Business Letter with a Letterhead and Table Save the envelopes by Adding it to the Document. See Page 173. Creating a Document with a Title Page, Lists, Tables, and a Watermark	Module 3 Work from book (Apple Park Letterhead, Lee Vendor Letter) using WD Mod 3 Project Textbook in SAM Complete Discussion Board Topic #3 WD Mod 3 Word Training on SAM WD Mod 3 Word Training EXAM on SAM WD Mod 3 Word Project on SAM WD Mod 3 Word Project EXAM on SAM Module 4 Work from book (Animal Clinic Title Page, Animal Clinic Sales Proposal) WD Mod 4 Word Training on SAM WD Mod 4 Word Training EXAM on SAM WD Mod 4 Word Project on SAM WD Mod 4 Word Project EXAM on SAM <b>Week 3 assignments due by 11:55 PM, Oct 28</b>	1,2,3 a, c
Week 4 Oct 29 – Nov 4	5 6	Using a Template to Create a Resume and Sharing a Finished Document Read the SEND THE SHARE Document and EMAIL. You do not have to send. SET YOUR DEFAULT SAVE LOCATION TO YOUR ONE DRIVE. Generating Form Letters, Mailing Labels, and a Directory. Will need Data Files downloaded <b>Notify your instructor of the date you plan to attend the Proctored Exam.</b> <b>Midterm of the Semester Point Nov 4</b>	Module 5 Work from book (Yazzie Resume.docx, Yazzie Resume.pdf, Yazzie Resume.doc, Yazzie Resume.mht) WD Mod 5 Word Training on SAM WD Mod 5 Word Training EXAM on SAM WD Mod 5 Word Project on SAM WD Mod 5 Word Project EXAM on SAM Module 6 Work from book (Yazzie Cover Letter, Job Hunting Folder, Yazzie Prospective Employers.mdb, Yazzie Merged Letters, Yazzie Mailing Labels, Yazzie Potential Employer Directory) WD Mod 6 Word Training on SAM WD Mod 6 Word Training EXAM on SAM WD Mod 6 Word Project on SAM WD Mod 6 Word Project EXAM on SAM <b>Week 4 assignments due by 11:55 PM, Nov 4</b>	1,2,3 a, c

Date	Module	Content	Assignments & Tests Due	Competency
Week 5 Nov 5 - 11	7  8	<p>Creating a Newsletter with a Pull-Quote and Graphics. Will need Data Files downloaded</p> <p>Using Document Collaboration, Integration, and Charting Tools. Will need Data Files downloaded</p> <p><b>Will need to open Excel 2016 and Word 2016 together at a point in this Module</b></p> <p><b>YOU DO NOT HAVE TO PUBLISH A BLOG ACCOUNT but you can do the steps.</b></p>	<p>Module 7 Work from book (Security Trends Newsletter, Biometrics Diagram Modified)</p> <p>Complete Discussion Board Topic #4</p> <p>WD Mod 7 Word Training on SAM</p> <p>WD Mod 7 Word Training EXAM on SAM</p> <p>WD Mod 7 Word Project on SAM</p> <p>WD Mod 7 Word Project EXAM on SAM</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, Fitness Center Blog)</p> <p>WD Mod 8 Word Training on SAM</p> <p>WD Mod 8 Word Productive Training EXAMS</p> <p>WD Mod 8 Word Project on SAM</p> <p>WD Mod 8 Word Project EXAM on SAM</p> <p>Prepare for Proctored Exams</p> <p><b>Week 5 assignments due by 11:55 PM, Nov 11</b></p>	1,2,3,4  a, c
Week 6 Nov 12 - 18	9	<p>Creating a Reference Document with a Table of Contents and an Index</p> <p>Will need Data Files downloaded</p> <p><b>65% Point of the Semester Nov 12</b></p>	<p><b>PROCTORED Project Exam on SAM. Test is password protected to only take at STC. See Syllabus information on Proctored Exam. Available on Nov. 13th at 3:30 pm Swainsboro or 14th at 3:45 pm Vidalia. Covers Modules 1- 7</b></p> <p>Module 9 Work from book (Inserting Graphics Final, Using Microsoft Word 2016 – Inserting Graphics Guide)</p> <p>WD Mod 9 Word Training on SAM</p> <p>WD Mod 9 Word Training EXAM on SAM</p> <p>WD Mod 9 Word Project on SAM</p> <p>WD Mod 9 Word Project EXAM on SAM</p> <p><b>Week 6 assignments due by 11:55 PM, Nov 18</b></p>	1,2,3,4  a, b, c

Date	Module	Content	Assignments & Tests Due	Competency
Week 7 Nov 19 - 26	10 11	Creating a Template for an Online Form. Will need Data Files downloaded  Enhancing an Online Form and Using Macros. Will need Data Files downloaded	Module 10 Work from book (Coffeehouse Customer Survey, Berkshire Survey)  Complete Discussion Board Topic #5 WD Mod 10 Word Training on SAM WD Mod 10 Word Training EXAM on SAM  WD Mod 10 Word Project on SAM WD Mod 10 Word Project EXAM on SAM  Module 11 Work from book (Coffeehouse Customer Survey Modified.dotm)  WD Mod 11 Word Training on SAM <b>Week 7 assignments due by 11:55 PM, Nov 26</b>	1,3,4  a, b, c
Nov 27-28		Holidays		
Last Days <b>Dec 2-4</b>			WD Mod 11 Word Training EXAM on SAM  WD Mod 11 Word Project on SAM WD Mod 11 Word Project EXAM on SAM  <b>Assignments due by NOON Dec 4</b>  NO FINAL EXAM FOR THIS COURSE	1-4.  a, b, c

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

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

**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.