



TENTATIVE—SUBJECT TO CHANGE

**CIST2127 COMPREHENSIVE WORD PROCESSING TECHNIQUES COURSE HYBRID
COURSE SYLLABUS
Fall Semester 2021 (202212)**

COURSE INFORMATION

Credit Hours/Minutes: 3/3750 (5)

Campus/Class Location: Swainsboro Campus, Building 2, Room 2106

Class Meets: **Hybrid 60% F2F on Monday/Wednesday 10:00-11:15 am / 40% Online**

Course Reference Number (CRN): 20105

Preferred Method of Contact: STC Email [Jamie Powers \(jpowers@southeasterntech.edu\)](mailto:jpowers@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Jamie Powers

Email: [Jamie Powers \(jpowers@southeasterntech.edu\)](mailto:jpowers@southeasterntech.edu)

Campus/Office Location: 2106 Building 2 Swainsboro Campus

Office Hours: 2:30pm – 4:30pm Monday and Wednesday Swainsboro Campus and 3:30pm to 5:30pm Tuesday and Thursday Vidalia Campus

Phone: 478-289-2221

Fax Number: 478-289-2276

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

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT



Cengage Unlimited online books of *Shelly Cashman Series Microsoft® Office 365 & Word 2019*

Comprehensive, with Mindtap/SAM. Student will click the Blackboard course link under Lessons – Beginning Information in the Blackboard course, setup their Cengage account or use previously made account and enter the Cengage unlimited access key. Student will setup their Cengage account using their STC student email

address and login. Students can use the 14 free trial until they have purchased the access code. **Highly recommend** purchasing the \$7.99 rental book from the Cengage Unlimited.

Student can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the [Southeastern Technical College bookstore \(stcbookstore@southeasterntech.edu\)](mailto:stcbookstore@southeasterntech.edu), 912-538-3129 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.

REQUIRED SUPPLIES & SOFTWARE

Use **Southeastern Technical College computers or a computer with Win 7, 8, or 10**, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, Monitor with 1024X768 resolution, sound card, **Browser requirement is: Updated version of Internet Explorer, Google Chrome, or Mozilla FireFox**, Windows Media Player 10.0 or later, Adobe Reader. One **USB Flash Drive, HEADPHONES, Microsoft WORD 2019**, 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 MINDTAP/SAM APPLICATION. STUDENTS ARE REQUIRED TO HAVE ACCESS CODE/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

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

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 Mindtap-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 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.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea

COVID-19 Key Symptoms

In the past 14 days, if you:

Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:Stephannie.Waters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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 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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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 the 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.

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:

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

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 \(STC\) 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	30%
SAM Project Exams	30%
SAM Training Exams	30%
Blackboard Discussion Board	10%

GRADING SCALE

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

2127 Comprehensive Word Processing Techniques Fall Semester 202212 Lesson Plan

Key: Mod = Module, Aug = August, Sept = September, Oct = October, Nov=November, Dec=December

Date	Module	Content	Assignments & Tests Due	Competency
Aug 16	Intro	<p>Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage</p> <p>BLACKBOARD, IDS, EMAIL, BANNERWEB Tutoring Session held. See Announcements on Blackboard.</p> <p>YOU DO NOT HAVE TO PRINT or EMAIL any items to the instructor.</p> <p>You will begin with the first link inside of your Blackboard course to sign-in or setup a cengage account. (See your book information on your syllabus).</p> <p>You will use then use the links to complete your Mindtap-SAM assignments</p>	<p><u>Orientation Assignments:</u></p> <p>Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email.</p> <p>Login to BLACKBOARD on first day of class.</p> <p>Complete Personal Introduction on Blackboard</p> <p>Complete STC Acknowledgement, Student Information & Policy Packet on Blackboard</p> <p>Chapters are called MODULES</p> <p>Login to your One Drive from the Office365 portal. Create a CIST2127 folder on your OneDrive. Share your CIST2127 with your instructor. SAVE all your Module work to the OneDrive CIST2127 folder.</p> <p>All above items due midnight 08/18/20</p>	1,4 a, c
Week 1 Aug 17 -23	1	<p>Creating and Modifying a Flyer</p> <p><i>DO NOT PRINT OR EMAIL ANY ITEMS.</i></p> <p>Start working by clicking the links in the Blackboard course. You will complete projects that should be saved to your Office 365 OneDrive CIST2127 Folder. Once complete, submit each file back to the Mindtap-SAM link for grading.</p>	<p>Complete the following: Read Module. Complete Module SAM Textbook Project while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project.</p> <p>Assignments due midnight Aug 23</p>	1,4 a, c

Week 2 Aug 24 - 30	1	Creating and Modifying a Flyer	Complete Module SAM Project A. Complete Module SAM EXAM. Complete Discussion Board 1 . Assignments due midnight Aug 30	1,4 a, c
Week 3 Aug 31 – Sept 7	2	Creating a Research Paper	Read Module. Complete Module SAM Textbook Project while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project. Assignments due midnight Sept 7	1,2,3 a, c
Sept 6	H	Labor Day Holiday		
Week 4 Sept 7 - 13	2	Creating a Research Paper	Complete Module SAM Project A. Complete Module SAM EXAM. Complete Discussion Board 2 Assignments due midnight Sept 13	
Week 5 Sept 14 -20	3	Creating a Business Letter with a Letterhead	Read Module. Complete Module SAM Textbook Project while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project. Assignments due midnight Sept 20	1,2,3 a, c
Week 6 Sept 21 - 27	3	Creating a Business Letter with a Letterhead	Complete Module SAM Project A. Complete Module SAM EXAM. Complete Discussion Board 3 Assignments due midnight Sept 27	
Week 7 Sept 28 – Oct 4	4	Creating a Multipage Document Notify your instructor of the date you plan to attend the Proctored Exam.	Read Module. Complete Module SAM Textbook Project while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project. Complete Module SAM Project A. Complete Module SAM EXAM. Assignments due midnight Oct 4	1,2,3 a, c
Week 8 Oct 5 - 11	5	Creating a Resume and Sharing Documents	Read Module. Complete Module SAM Textbook Project while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project. Complete Module SAM Project A. Complete Module SAM EXAM. Assignments due midnight Oct 11	1,2,3 a, c

Week 9 Oct 12 - 18	6	Using Mail Merge	Read Module. Complete Module SAM Textbook Project 1 and 2 while reading the module. Complete Module SAM Training. Assignments due midnight Oct 18	1,2,3,4 a, c
Week 10 Oct 19 - 25	6	Using Mail Merge	Complete Module SAM End of Module Project. Complete Module SAM Project A. Complete Module SAM EXAM. Assignments due midnight Oct 25	
Week 11 Oct 26 – Nov 1	7	Creating a Newsletter 65% Point of the Semester Oct 26	Read Module. Complete Module SAM Textbook Project while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project. Assignments due midnight Nov 1	1,2,3,4 a, c
Week 12 Nov 2 - 8	7	Creating a Newsletter	Complete Module SAM Project A. Complete Module SAM EXAM. Complete Discussion Board 4 Assignments due midnight Nov 8	
Week 13 Nov 9 - 15	8	Using Collaborating, Integration, and Charts	Read Module. Complete Module SAM Textbook Project 1 and 2 while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project. Assignments due midnight Nov 15	1,2,3,4 a, c
Week 14 Nov 16 - 23	8	Using Collaborating, Integration, and Charts	Complete Module SAM Project A. Complete Module SAM EXAM. Assignments due midnight Nov 23	1,2,3,4 a, b, c
Week 15 Nov 29 – Dec 7	9	Creating a Reference Document	Read Module. Complete Module SAM Textbook Project 1 and 2 while reading the module. Complete Module SAM Training. Complete Module SAM End of Module Project. Complete Module SAM Project A. Complete Module SAM EXAM. Complete Discussion Board 5 Assignments due midnight Dec 7	1,3,4 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.

Discussion Board Grading Rubrics:

# of discussion posts	# 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 student's post will be given a 100 on the assignment <u>if</u> 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 simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's 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. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's 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. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
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. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.