BUSN 1400 Word Processing
COURSE SYLLABUS
Online
Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 4/4500
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20140
Preferred Method of Contact: email lwhitfield@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Whitfield
Office Location: 804 Gillis Medical Building
Office Hours: 2:00 – 4:30 Monday – Thursday
Email Address: lwhitfield@southeasterntech.edu
Phone: 912-538-3158
Fax Number: 912-538-3106

REQUIRED TEXT

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: (If taken a SAM 2013 course previously, contact instructor for your keycode. No need to purchase).
SAM 365/2016 Assessment , Training, & Projects 1st Edition Printed Access Card, Cengage Learning, ISBN-13: 978-1-337-11392-2

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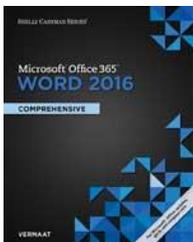
REQUIRED SUPPLIES & SOFTWARE

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. Students can also use the Remote Lab for Word 2016 and save to their shared drive or save to the Office 365 One Drive.

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 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.

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. 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

PREREQUISITE(S):

COMP 1000 or Guided Elective

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.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work shown on the attached Lesson Plan. Students are also expected to complete all Module work, project assignments, discussion boards and tests on the dates specified on the attached Lesson Plan. Assignments will be saved via the One Drive, Remote Lab, Blackboard, or SAM.

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.

EMAILS:

Preferred method of communication should be through STC 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: Linda Whitfield-BUSN 1400.

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.

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. You 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.

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. (For Fall semester, that day will be August 16, 2017.) 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 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. Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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.

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 on October 16, 2017, midnight.

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 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, 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, October 25, 2017, 1 p.m., Gillis Medical Building, Room 806, and Swainsboro Campus, October 26, 2017, 1 p.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.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc…)

Students are required to take all tests scheduled during the semester. Failure to take Blackboard/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. 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 midnight.

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:

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" 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

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

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	5%
Work Ethics	5%

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

Discussion Board Grading Rubric:

# 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 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.

Work Ethics Assessment Grading Rubric

	Achievement Level 1 (1 pt. ea.)	Achievement Level 2 (2 pts. ea.)	Achievement Level 3 (3 pts. ea.)	Achievement Level 4 (4 pts. ea.)	Achievement Level 5 (5 pts. ea.)
Sentence Length and Knowledge	Student's answer is less than 20 words in length and demonstrates 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.
Spelling/Grammar and Sentence Structure	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.**

BUSN 1400 Comprehensive Word Processing Techniques

Fall Semester 2017 Lesson Plan

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 1 Aug 14 – Aug 21		COMPLETE THE PLEDGE BY AUGUST 16 TO HOLD YOUR SPOT IN THIS CLASS DO NOT PRINT ANY DOCUMENTS AS MAY BE DIRECTED IN YOUR MODULE WORK THEY WILL BE PLACED IN YOUR BLACKBOARD DROPBOX Class Introduction – Syllabus, Lesson Plan, Rules, and Regulations Coverage BLACKBOARD, EMAIL. See Announcements on Blackboard. YOU DO NOT HAVE TO PRINT or EMAIL any assignments to the instructor. Ignore this in the reading of the book. Please do not create your SAM user account, your instructor will do this and notify you. You should also have a *SAM keycode* to enter once you are able to enter your SAM login. If you have used SAM 2013 here at STC in another course, you do not have to purchase another SAM code at this time. Contact instructor during Week 1. You will be completing your Word Module Work and submitting it through the Blackboard dropbox. All Word Projects, Objective Exams, and Project Exams will be submitted through SAM. .	Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction. You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz. Discussion Board #1	*1,3,5,6 **a,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 2 Aug 22 – Aug 28	Module 1	Creating, Formatting, and Editing a Word Document with Pictures	Module 1 Work from Book (Surf Flyer) Place in Blackboard Dropbox Module 1 WD Project on SAM Module 1 WD Project Exam on SAM Module 1 WD Training on SAM Module 1 WD Training Exam on SAM DUE 8/28/17 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 3 Aug 29 – Sept 4	Module 2	Creating a Research Paper with References and Sources	Module 2 Work from Book (Headphones and Earbuds Paper) Place in Blackboard Dropbox Module 2 WD Project on SAM Module 2 WD Project Exam on SAM Module 2 WD Training on SAM Module 2 WD Training Exam on SAM Discussion Board #2 DUE 9/4/17 MIDNIGHT	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 4 Sept 5 – Sept 11	Module 3	Creating a Business Letter with a Letterhead and Table Save the envelope by adding it to the document. See page 173.	Module 3 Work from Book (Apple Park Letterhead, Lee Vendor Letter) Place in Blackboard Dropbox Module 3 WD Project on SAM Module 3 WD Project Exam on SAM Module 3 WD Training on SAM Module 3 WD Training Exam on SAM Discussion Board #3 DUE 9/11/17 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 5 Sept 12 – Sept 18	Module 4	Creating a Document with a Title Page, Lists, Tables, and a Watermark	Module 4 Work from Book (Animal Clinic Title Page, Animal Clinic Sales Proposal) Place in Blackboard Dropbox Module 4 WD Project on SAM Module 4 WD Project Exam on SAM Module 4 WD Training on SAM Module 4 WD Training Exam on SAM DUE 9/18/17 MIDNIGHT	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 6 Sept 19 – Sept 25	Module 5	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.	Module 5 Work from Book (Yazzie Resume.docx, Yassie Resume.pdf, Yazzie Resume.doc, Yazzie Resume.mht) Place in Blackboard Dropbox Module 5 WD Project on SAM Module 5 WD Project Exam on SAM Module 5 WD Training on SAM Module 5 WD Training Exam on SAM DUE 9/25/17 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 7 Sept 26 – Oct 2	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 Letters, Yazzie Mailing Labels, Yazzie 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 10/2/17 MIDNIGHT	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 8 Oct 3 – Oct 9	Module 7	Creating a Newsletter with a Pull-Quote and Graphics Will need Data Files downloaded	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 10/9/2017 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 9 Oct 10 – Oct 16	Work Ethics		Work Ethics Assessment DUE 10/16/17 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 10 Oct 17 – Oct 23	Proctored Exam	**Proctored Exam Wednesday, October 25, 2017 Vidalia Campus, Room 806, 1 p.m. OR Thursday, October 26, 2017 Swainsboro Campus, Room 2122, 1 p.m.**	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 Oct 24 – Oct 30	Module 8	Using Document Collaboration, Integration, and Charting Tools Will need Data Files downloaded Will need to open Excel 2016 and Word 2016 together at a point in this Module You do not have to publish a blog account. **Proctored Exam** **Wednesday, October 25, 2017** **Vidalia Campus, Room 806, 1 p.m.** **OR** **Thursday, October 26, 2017** **Swainsboro Campus, Room 2122, 1 p.m.**	**Proctored Exam: Word Chapter 1 – 7. You will create a newsletter.** 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) Place in Blackboard Dropbox Module 8 WD Project on SAM Module 8 WD Project Exam on SAM Module 8 WD Training on SAM Module 8 WD Training Exam on SAM DUE 10/30/17 MIDNIGHT	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 12 Oct 31 – Nov 6	Module 9	Creating a Reference Document with a Table of Contents and an Index Will need Data Files downloaded	Module 9 Work from Book (Inserting Graphics Final, Using Microsoft Word 2016-Inserting Graphics Guide) Place in Blackboard Dropbox Module 9 WD Project on SAM Module 9 WD Project Exam on SAM Module 9 WD Training on SAM Module 9 WD Training Exam on SAM DUE 11/6/17 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 13 Nov 7 – Nov 13	Module 10	Creating a Template for an Online Form Will need Data Files downloaded	Module 10 Work from Book (Coffeehouse Customer Survey, Berkshire Survey) Place in Blackboard Dropbox Module 10 WD Project on SAM Module 10 WD Project Exam on SAM Module 10 WD Training on SAM Module 10 WD Training Exam on SAM DUE 11/13/17 MIDNIGHT	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 14 Nov 14 – Nov 20	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 11/20/17 MIDNIGHT	*1,2,3,5,6 **a,b,c
WEEK 15 Nov 21 – Nov 27		End of the Semester	Discussion Board #5	*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.

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