



CIST2127 COMPRESHENSIVE WORD PROCESSING TECHNIQUES
COURSE SYLLABUS
Online
Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

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

Class Meets: Via Internet for 7 1/2 weeks

Course Reference Number (CRN): 40040

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

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Jamie Powers

Office Location: Swainsboro Campus, Building 2, Room 2106

Office Hours: 3:00pm – 5:30pm Monday/Wednesday Swainsboro Campus and 3:45pm – 5:00pm

Tuesday/Thursday Vidalia Campus

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

Phone: 478-289-2221

Fax Number: 478-289-2214

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

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 2016 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

One USB Flash Drive, Microsoft Word 2016, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox (recommended) 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. 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 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.

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 (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 PM on Monday of each week unless otherwise noted. Assignments will be saved **via the MindTap and Blackboard learning system.** . 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.** 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 are responsible for policies and procedures included in the *STC Catalog*. **CIST program students must earn a minimum grade of C in this course.**

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.

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 11:55 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.

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 grading rubric below. Complete your initial post by Wednesday and all replies by the Monday due date.

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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” (Withdrawn) 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 percent 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” (Failing 0-59) being assigned.

After the 65 percent 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 speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed 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 Southeastern Technical College 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" (Failing 0-59) in the course.**

As published on Southeastern Technical College'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 Technical College System of Georgia (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, 2/15/2018, 3:30 PM, in room 818 in the Gillis Building and Swainsboro Campus, 2/14/2018, 3:30 PM, room 2106 in Building 2.

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 makeup 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 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 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 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:

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 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

CIST2127 Comprehensive Word Processing Techniques Spring Semester 2018 Lesson Plan

Date	Module	Content	Assignments & Tests Due	Competency
Mon January 8	Intro	<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>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.</p> <p>Due to login username changes for SAM 2016, all students will need a new SAM keycode for the first SAM course using a keycode. You will not have to purchase another later.</p>	<p>Orientation Assignments:</p> <p>Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email.</p> <p>Getting Started – Start Here Items:</p> <ul style="list-style-type: none"> • Read all items • Complete STC Pledge Acknowledgement & Student Introduction Due midnight 08/14/17 <p>Create a CIST2127 folder on your P: DRIVE on IDS or on OneDrive. See Page OFF26-36.</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>	1,4 a, c

Date	Module	Content	Assignments & Tests Due	Competency
Week 1 January 9 - 15	1	<p>Creating, Formatting, and Editing a Word Document with Pictures</p> <p>SEE DISCUSSION BOARD RUBRICS FOR GRADING.</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 & 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>Week 1 assignments due by 11:55 PM, January 15</p>	1,4 a, c
Week 2 January 16 - 22	2	<p>Creating a Research Paper with References and Sources</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>Week 2 assignments due by 11:55 PM, January 22</p>	1,2,3 a, c

Date	Module	Content	Assignments & Tests Due	Competency
Week 3 January 23 - 29	3 4	<p align="center">Creating a Business Letter with a Letterhead and Table</p> <p>Save the envelopes by Adding it to the Document. See Page 173.</p> <p>Creating a Document with a Title Page, Lists, Tables, and a Watermark</p>	<p>Module 3 Work from book (Apple Park Letterhead, Lee Vendor Letter) using WD Mod 3 Project Textbook in SAM</p> <p>Complete Discussion Board Topic #3</p> <p>WD Mod 3 Word Training on SAM</p> <p>WD Mod 3 Word Training EXAM on SAM</p> <p>WD Mod 3 Word Project on SAM</p> <p>WD Mod 3 Word Project EXAM on SAM</p> <p>Module 4 Work from book (Animal Clinic Title Page, Animal Clinic Sales Proposal)</p> <p>WD Mod 4 Word Training on SAM</p> <p>WD Mod 4 Word Training EXAM on SAM</p> <p>WD Mod 4 Word Project on SAM</p> <p>WD Mod 4 Word Project EXAM on SAM</p> <p>Week 3 assignments due by 11:55 PM, January 29</p>	1,2,3 a, c
Week 4 January 30 – February 5	5 6	<p>Using a Template to Create a Resume and Sharing a Finished Document</p> <p>Read the SEND THE SHARE Document and EMAIL. You do not have to send.</p> <p>SET YOUR DEFAULT SAVE LOCATION TO YOUR ONE DRIVE.</p> <p>Generating Form Letters, Mailing Labels, and a Directory. Will need Data Files downloaded</p> <p>Notify your instructor of the date you plan to attend the Proctored Exam by Sept 13, 2017. (9/19 in Vidalia, 9/20 in Swainsboro)</p>	<p>Module 5 Work from book (Yazzie Resume.docx, Yazzie Resume.pdf, Yazzie Resume.doc, Yazzie Resume.mht)</p> <p>WD Mod 5 Word Training on SAM</p> <p>WD Mod 5 Word Training EXAM on SAM</p> <p>WD Mod 5 Word Project on SAM</p> <p>WD Mod 5 Word Project EXAM on SAM</p> <p>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)</p> <p>WD Mod 6 Word Training on SAM</p> <p>WD Mod 6 Word Training EXAM on SAM</p> <p>WD Mod 6 Word Project on SAM</p> <p>WD Mod 6 Word Project EXAM on SAM</p>	1,2,3 a, c

Date	Module	Content	Assignments & Tests Due	Competency
			Week 4 assignments due by 11:55 PM, February 5	
Week 5 February 6 - 12	7 8	Creating a Newsletter with a Pull-Quote and Graphics. Will need Data Files downloaded SEMESTER MIDTERM SEPT 18 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 but you can do the steps.	Module 7 Work from book (Security Trends Newsletter, Biometrics Diagram Modified) Complete Discussion Board Topic #4 WD Mod 7 Word Training on SAM WD Mod 7 Word Training EXAM on SAM WD Mod 7 Word Project on SAM WD Mod 7 Word Project EXAM on SAM 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) WD Mod 8 Word Training on SAM WD Mod 8 Word Productive Training EXAMS WD Mod 8 Word Project on SAM WD Mod 8 Word Project EXAM on SAM Prepare for Proctored Exams Week 5 assignments due by 11:55 PM, February 12	1,2,3,4 a, c
Week 6 February 13 - 19	9	Creating a Reference Document with a Table of Contents and an Index Will need Data Files downloaded	PROCTORED Project Exam on SAM. Test is password protected to only take at STC. See Syllabus information on Proctored Exam. Available on Feb. 15 at 3:30 pm Vidalia or 14 at 3:30 pm Swainsboro Covers Modules 1- 7 Module 9 Work from book (Inserting Graphics Final, Using Microsoft Word 2016 – Inserting Graphics Guide) WD Mod 9 Word Training on SAM WD Mod 9 Word Training EXAM on SAM	1,2,3,4 a, b, c

Date	Module	Content	Assignments & Tests Due	Competency
			WD Mod 9 Word Project on SAM WD Mod 9 Word Project EXAM on SAM Week 6 assignments due by 11:55 PM, February 19	
Week 7 February 20 - 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 Week 7 assignments due by 11:55 PM, February 26	1,3,4 a, b, c
Last Week February 27 - March 1			WD Mod 11 Word Training EXAM on SAM WD Mod 11 Word Project on SAM WD Mod 11 Word Project EXAM on SAM Assignments due by NOON March 1 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.