



**BUSN 1400 WORD PROCESSING  
COURSE SYLLABUS  
Online  
Spring Semester 2021**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/4500

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40040

Preferred Method of Contact: Email [lwhitfield@southeasterntech.edu](mailto:lwhitfield@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Linda Whitfield

Email Address: [Linda Whitfield](mailto:Linda_Whitfield@southeasterntech.edu) ([lwhitfield@southeasterntech.edu](mailto:lwhitfield@southeasterntech.edu))

Campus/Office Location: Vidalia Campus/804 Gillis Medical Building

Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday

Phone: 912-538-3158

Fax Number: 912-538-3106

**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**



**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](mailto:stcbookstore@southeasterntech.edu) ([stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu)), 912-538-3129 or online at [www.cengagebrain.com](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**

Microsoft Word 2019, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Students can **download** Word 2019 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.

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 covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application.

## **MAJOR COURSE COMPETENCIES**

Word processing topics include word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, and sharing securing content.

## **PREREQUISITE(S)**

COMP 1000-Introduction to Computers or Guided Elective

## **COURSE 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

## **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 midnight on Monday of each week. Students are also expected to complete all

Module work, project assignments, discussion boards, and exams on the dates specified on the attached Lesson Plan. Assignments will be saved via the One Drive, Remote Lab, Blackboard, or SAM.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 75 hours 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**

Masks or face coverings must be worn at all times while on the campus 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.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
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, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## **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 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.

## **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:mgay@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:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@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 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.

### **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 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 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: Vidalia Campus, March 23, 2021, at 9 a.m. in Room 806 in the Gillis Medical Building and Swainsboro Campus, March 25, 2021, at 9 a.m. in Room 2122 in Building 2. You can select either date that is best for you.**

### **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 at midnight on March 15, 2021.

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

Students are required to take all tests scheduled during the semester. Failure to take Blackboard/SAM Tests/Exams, 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.

## **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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
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:Helen.Thomas@southeasterntech.edu">Helen.Thomas@southeasterntech.edu</a>	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:Lanie.Jonas@southeasterntech.edu">Lanie.Jonas@southeasterntech.edu</a>

**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
Training and Textbook	20%
Projects	35%
Exams	20%
Proctored Exam	20%
Discussion Board	5%

**GRADING SCALE**

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



# BUSN 1400 Word Processing

## Spring Semester 2021 Lesson Plan

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 1		<p>First Day of Class</p> <p>You DO NOT have to print or email any items to the instructor.</p> <p>You will be using the links inside of your Blackboard course to complete your Mindtap-SAM assignments.</p> <p>Holiday, Monday, January 18</p>	<p>Orientation Assignments:</p> <p>Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.</p> <p>You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p>Make contact with instructor via email for attendance to ensure intent on completing the course.</p> <p><b>Due January 13 MIDNIGHT</b></p>	
WEEK 2	Module 1	<p>Creating and Modifying a Flyer</p> <p>DO NOT PRINT OR EMAIL ANY ITEMS.</p>	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook Project while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> <li>• Complete Discussion Board 1.</li> </ul> <p><b>DUE January 25 MIDNIGHT</b></p>	1,3,5,6 a,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 3	Module 2	Creating a Research Paper  DO NOT PRINT OR EMAIL ANY ITEMS.  Holiday Monday, September 7	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook Project while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> <li>• Complete Discussion Board 2.</li> </ul> <p><b>DUE February 1 MIDNIGHT</b></p>	1,2,3,4,5,6 a,b,c
WEEK 4	Module 3	Creating a Business Letter with a Letterhead	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook Project while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> <li>• Complete Discussion Board 3.</li> </ul> <p><b>DUE February 8 MIDNIGHT</b></p>	*1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 5	Module 4	Creating a Multipage Document	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook Project while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> </ul> <p><b>DUE February 15 MIDNIGHT</b></p>	1,2,3 4,5,6 a,b,c
WEEK 6	Module 5	Creating a Resume and Sharing Documents	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook Project while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> </ul> <p><b>DUE February 22 MIDNIGHT</b></p>	1,2,3,4,5,6 a,b,c
WEEK 7	Module 6	Using Mail Merge	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook <b>Project 1 and 2</b> while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> </ul> <p><b>DUE March 1 MIDNIGHT</b></p>	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 8	Module 7	Creating a Newsletter  Work Ethics Assessment Due October 19 Midnight	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook Project while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> <li>• Complete Discussion Board 4.</li> </ul> <p style="text-align: right; background-color: yellow;"><b>DUE March 8 MIDNIGHT</b></p>	1,2,3,4,5,6 a,b,c
WEEK 9	Work Ethics		Work Ethics Assessment  <p style="text-align: right; background-color: yellow;"><b>DUE March 15 MIDNIGHT</b></p>	1,2,3,4,5,6 a,b,c
WEEK 10	Study Proctored Exam	<b>The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, March 23, 2021, at 9 a.m. in Room 806 in the Gillis Medical Building and Swainsboro Campus, March 25, 2021, at 9 a.m. in Room 2122 in Building 2. You can select either date that is best for you.</b>	Study for Proctored Exam	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 11	Module 8  Proctored Exam	Using Collaborating, Integration, and Charts  <b>Proctored Exam</b>  <b>The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, March 23, 2021, at 9 a.m. in Room 806 in the Gillis Medical Building and Swainsboro Campus, March 25, 2021, at 9 a.m. in Room 2122 in Building 2. You can select either date that is best for you.</b>	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook <b>Project 1 and 2</b> while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> <li>• Proctored Exam</li> </ul> <b>DUE March 29 MIDNIGHT</b>	1,2,3,4,5,6 a,b,c
WEEK 12	Module 9	Creating a Reference Document	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook <b>Project 1 and 2</b> while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> </ul> <b>DUE April 5 MIDNIGHT</b>	1,2,3,4,5,6 a,b,c
WEEK 13	Module 10	Creating an Online Form	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook <b>Project 1 and 2</b> while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> </ul> <b>DUE April 12 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 14	Module 11	Enhancing an Online Form and Using Macros	Complete the following: <ul style="list-style-type: none"> <li>• Read Module.</li> <li>• Complete Module SAM Textbook <b>Project 1 and 2</b> while reading the module.</li> <li>• Complete Module SAM Training.</li> <li>• Complete Module SAM End of Module Project.</li> <li>• Complete Module SAM Project A.</li> <li>• Complete Module SAM EXAM.</li> </ul> <p><b>DUE April 19 MIDNIGHT</b></p>	*1,2,3,5,6 **a,b,c
WEEK 15		End of the Semester	Complete the following: <ul style="list-style-type: none"> <li>• Discussion Board 5</li> </ul> <p><b>DUE April 26 MIDNIGHT</b></p>	*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.

## Work Ethics Assessment Grading Rubric

	<b>Achievement Level 1 (10 points each)</b>	<b>Achievement Level 2 (20 points each)</b>	<b>Achievement Level 3 (30 points each)</b>	<b>Achievement Level 4 (40 points each)</b>	<b>Achievement Level 5 (50 points each)</b>
<b>Sentence Length and Knowledge</b>	Student's answer is less than 20 words in length and demonstrate s 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.
<b>Spelling/Grammar and Sentence Structure</b>	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.**

## GRADING SCALE RUBRIC

Number of discussion posts	Number 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.