AOT 163
WORD PROCESSING

Course Description
This course introduces the basic concepts of information processing.

Course Focus
Using MSWord 2012

Text and References

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1.* Open Word document
2.* Create Word document
3.* Name Word document
4.* Save Word document
5.* Close Word document
6.* Exit Word software
7.* Exit windows program
8.* Move insertion point
9.* Scroll within document
10.* Select text in document
11.* Use undo button
12.* Use redo button
13.* Check spelling
14.* Use help feature
15.* Format selected text
16.* Change font style
17.* Utilize themes
18.* Change line spacing
19.* Apply quick styles
20.* Indent paragraph
21.* Customize paragraphs
22.* Increase space before paragraph
23.* Decrease space after paragraph
24.* Reveal formatting
25.* Adjust the alignment
26.* Apply numbering
27.* Apply custom borders
28.* Insert paragraph borders
29.* Set tabs
30.* Copy text
31.* Amend document view
32.* Alter margins
33.* Format pages
34.* Insert formatting
35.* Rename a folder
36.* Sort paragraph text
37.* Utilize printer
38.* Employ centering
39.* Modify WordArt
40.* Print envelope
41.* Format table
42.* Design SmartArt document
43.* Create columns
44.* Employ format painter
45.* Employ headers
46.* Employ template
47.* Link text box
48.* Merge document
49.* Prepare announcement
50.* Prepare company flyer

**Student Contributions**
Students will spend at least three hours a week outside of class.

**Course Evaluation**
The final grade will be determined by the following:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Assignments</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 – 1000</td>
<td>A</td>
</tr>
<tr>
<td>800 – 890</td>
<td>B</td>
</tr>
<tr>
<td>700 – 790</td>
<td>C</td>
</tr>
<tr>
<td>600 – 690</td>
<td>D</td>
</tr>
<tr>
<td>Below 590</td>
<td>F</td>
</tr>
</tbody>
</table>
Course Schedule
The class is a three-credit class meeting as a Broadcast (On-line) and/or in-class. Students MUST sign onto the Blackboard site at least once a week for attendance.

Approved by:  ___________________________ Developed/Revised:  8/15/2013
Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

- When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance OR
- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLHV 101.1, WSOK 1230 AM, WAEV 97.3, WTOR TV, WTGS TV, WJWI TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp
Emergency Text Message Alert
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

BROADCAST LEARNING FORMAT: This class is being taught in a broadcast learning format. Images and word of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstance.