



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Word Processing  
**Course Number:** AOT127

### Required Materials

**Textbook(s):** MyLab IT for Office 2019: Exploring Series + Technology in Action 15<sup>th</sup> Edition, Author(s) Evans, Alan, Martin, Kendall, Poatsy, Mary. ISBN 13-9780135702444  
**THIS IS AN INSTANT ACCESS COURSE. PLEASE REVIEW THE EMAIL YOU RECEIVED FROM THE SSC BOOSTORE AND FOLLOW STEPS TO ACCESS THE MYLAB SOFTWARE.**

**Required Readings:** None

**Additional Materials:** Microsoft Word 2021 or 365 is a requirement for the course. You can download this for free as long as you are a student at SSC, if you currently do not have the program. This information can be found in the Start Here Materials folder.

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Course Introduction – Learning Management System, MyLabIT Software <ul style="list-style-type: none"> <li>• Syllabus Quiz</li> <li>• Honesty in Learning Quiz</li> </ul> <b>Word Chapter 1 Organize a Document</b> <ul style="list-style-type: none"> <li>• Word Chapter 1 Simulation</li> <li>• Mid-Level 1 Project – Baskets</li> <li>• Mid-Level 2 Project – Backyard</li> <li>• Cumulative 1 Project – Kite</li> </ul>
Week 2	<b>Word Chapter 1 Organize a Document, Continued</b> <ul style="list-style-type: none"> <li>• End of Chapter Quiz</li> <li>• Chapter 1 Test</li> </ul>
Week 3	<b>Word Chapter 2 Document Appearance and Graphics</b>

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• Word Chapter 2 Simulation</li> <li>• Mid-Level 1 Project – Festival</li> <li>• Mid-Level 2 Project – Dentist</li> <li>• Cumulative Project – Pool</li> </ul>
Week 4	<b>Word Chapter 2 Document Appearance and Graphics, Continued</b> <ul style="list-style-type: none"> <li>• End of Chapter Quiz</li> <li>• Chapter 2 Test</li> </ul>
Week 5	<b>Word Chapter 3 Work with Tables and Mail Merge</b> <ul style="list-style-type: none"> <li>• Word Chapter 3 Simulation</li> <li>• Mid-Level 1 Project - Football</li> <li>• Mid-Level 2 Project – BMI</li> <li>• Cumulative Project – Tourism</li> </ul>
Week 6	<b>Word Chapter 3 Work with Tables and Mail Merge, Continued</b> <ul style="list-style-type: none"> <li>• End of Chapter Quiz</li> <li>• Chapter 3 Test (in Blackboard)</li> </ul>
Weeks 7	<b>Word Chapter 4 Produce Professional Papers</b> <ul style="list-style-type: none"> <li>• Word Chapter 4 Simulation</li> <li>• Mid-Level 1 Project – Design</li> <li>• Mid-Level 2 Project – Study</li> <li>• Cumulative Project – Cattle</li> </ul>
Week 8	<b>Word Chapter 4 Produce Professional Papers, Continued</b> <ul style="list-style-type: none"> <li>• End of Chapter Quiz</li> <li>• Chapter 4 Test</li> </ul>
Weeks 9-10	<b>Word Chapter 5 Document Publications: Designing Newsletters and Working with Graphics</b> <b>Word Chapter 5 Materials:</b> <ul style="list-style-type: none"> <li>• Ch 5 Chapter 5 Document Publications: Designing Newsletters and Working with Graphics, PowerPoints and any Lectures.</li> <li>• Ch 5 Simulation Training</li> <li>• Ch 5 Mid-Level 1 Response</li> <li>• Ch 5 Cumulative - Dental</li> </ul>
Week 11	<b>Word Chapter 5 Assignments:</b> <ul style="list-style-type: none"> <li>• Ch 5 Quiz</li> <li>• Ch 5 Exam</li> </ul>
Week 12	<b>Word Chapter 6 Time-Saving Tools: Automating Document Creation and Using Multiple Documents and Themes</b> <b>Word Chapter 6 Materials</b> <ul style="list-style-type: none"> <li>• Word Chapter 6 Time-Saving Tools: Automating Document Creation and Using Multiple Documents and Themes, PowerPoints and any Lectures.</li> </ul> <b>Word Chapter 6 Assignments:</b> <ul style="list-style-type: none"> <li>• Ch 6 Simulation Training</li> <li>• Ch 6 Capstone – IT Professionals</li> <li>• Ch 6 Capstone Assessment – Manual</li> </ul>
Week 13	<b>Word Chapter 6 Assignments:</b> <ul style="list-style-type: none"> <li>• Ch 6 Quiz</li> <li>• Ch 6 Exam</li> </ul>
Week 14	<b>Word Chapter 7 Document Automation: Using Forms, Macros, and Security Features</b> <b>Word Chapter 7 Materials:</b> <ul style="list-style-type: none"> <li>• Ch 7 Document Automation: Using Forms, Macros, and Security Features</li> </ul> <b>Word Chapter 7 Assignments:</b>

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> <li>• Ch 7 Simulation Training</li> <li>• Ch 7 Capstone Assessment – Transcript</li> <li>• Ch 7 Capstone – Pet Sitting</li> </ul>
Week 15	<p><b>Chapter 7 Assignments:</b></p> <ul style="list-style-type: none"> <li>• Ch 7 Quiz</li> <li>• Ch 7 Exam</li> </ul>
Week 16	<p><b>Chapter 8 Word and the Internet: Creating and Enhancing Webpages and Blogs</b></p> <p><b>Word Chapter 8 Materials:</b></p> <ul style="list-style-type: none"> <li>• Ch 8 Word and the Internet: Creating and Enhancing Webpages and Blogs, PowerPoint and any Lectures.</li> </ul> <p><b>Word Chapter 8 Assignments:</b></p> <ul style="list-style-type: none"> <li>• Ch 8 Simulation Training</li> <li>• Ch 8 Capstone – Sam’s Gym</li> <li>• Ch 8 Capstone Assessment – Cupcakes</li> </ul> <p><b>Final Exam</b></p> <ul style="list-style-type: none"> <li>• Exam</li> </ul>