Word Essentials

TEMC1170 301

Course Description

Students will gain a basic understanding on how to use Word for both work and home. Coverage will include formatting and modifying, as well charts and tables.

Semester(s): All

Course Student Learning Outcomes

- Create and format MS Word Medical document.
- Recognize and apply key MS Word terms.
- Create and Manage reference elements.

Transfer/Certification/Licensure/Employment Information

The USHE (Utah System of Higher Education) technical college program alignment allows for students at any USHE technical college to transfer seamlessly within any other USHE technical college. USHE technical colleges proposing to offer courses associated with this program currently include Davis Tech, Mountainland Tech, and Ogden-Weber Tech.

Communication Plan

An instructor will respond to email within 24 to 48 hours.

An instructor will offer feedback on major assignments within 24 to 48 hours.

The best way to contact an instructor is via the Canvas Inbox.

Keys for Success (how to succeed in the course)

Time Management

Time management is an effective tool for getting things done. Having a proper schedule can help you complete the course on time. Try to write down and schedule as much as possible. Some people will be able to simply schedule block "study times," others will have to break it down further.

Discipline Yourself

Discipline yourself to study everyday at least two hours or until you understand your assignment. Study to know and to understand, not merely to get a particular grade.

Ask for Help

If you are not keeping up in class, do all that you can do to help yourself including asking for help. Come into the class or Zoom room to talk with your instructor(s).

Communicate with Instructors

If you cannot come to class, please notify your instructors.

Required Text or Materials

Title: TestOut Office Pro
Subtitle: 1-Year License
ISBN: 978-1-935080-71-8
Authors: TestOut
Publisher: TestOut

Title: Pen, Pencil, Notebook to take notes as needed

Title: Ear plugs or noise reduction headphones to aid concentration while studying or testing in the classroom.

For more information on textbook accessibility, contact Accessibility & Disability Services at █████████████

Brief Description of Assignments/Exams

Please see your Pace Plan under the "Grades" page for your due date of assignments and Exams.

Lessons:

Lessons are included in TestOut. They include Videos and Fact sheets. TestOut breaks down instructions to easily understandable components. Multiple instructional methods are used to help student gain the knowledge they need to be successful in the class.

Assignments:

TestOut LabSim simulation labs provide students with a learning tool that develops the practical, real-world skills students will need on the job.These simulations simulate a realistic work environment and give students the opportunity to use the skills they learned.

Capstone Project:

The capstone project is designed to showcase the knowledge and skills the student has acquired throughout their course of study. It will be 12% of your grade.

Exam:

There are 4 production exams (1 per module) to be completed in this course. Additional attempts may be added if needed. Students must pass the exam with 70% or better and will be 88% of your grade.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points

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	4.10.10 - Applied Lab: Add References to Research Report	Assignment	7
	4.10.6 - Skills Lab: Manage References	Assignment	12
	4.10.7 - Challenge Lab: Manage References	Assignment	12
	4.10.9 - Applied Lab: Manage Essay References	Assignment	8
	4.11.10 - Applied Lab: Format a Survey Report	Assignment	5
	4.11.6 - Skills Lab: Manage Headers, Footers, and Sections	Assignment	9
	4.11.7 - Challenge Lab: Manage Headers, Footers, and Sections	Assignment	9
	4.11.9 - Applied Lab: Format a Research Paper with Sections	Assignment	4
	4.2.10 - Applied Lab: Prepare a Business Memo	Assignment	7
	4.2.11 - Applied Lab: Reorganize Class Notes	Assignment	6

Due Date	Assignment Name	Assignment Type	Points
	[4.2.7 - Skills Lab: Create Documents](#)	Assignment	9
	[4.2.8 - Challenge Lab: Create Documents](#)	Assignment	9
	[4.3.4 - Skills Lab: Modify Fonts](#)	Assignment	11
	[4.3.5 - Challenge Lab: Modify Fonts](#)	Assignment	11
	[4.3.7 - Applied Lab: Prepare a Resume](#)	Assignment	6
	[4.3.8 - Applied Lab: Format a Math Worksheet](#)	Assignment	7
	[4.4.10 - Applied Lab: Format Lists](#)	Assignment	5
	[4.4.6 - Skills Lab: Format Paragraphs](#)	Assignment	13
	[4.4.7 - Challenge Lab: Format Paragraphs](#)	Assignment	13
	[4.4.9 - Applied Lab: Format Research Paper Paragraphs](#)	Assignment	3
	[4.5.5 - Skills Lab: Format Pages](#)	Assignment	9
	[4.5.6 - Challenge Lab: Format Pages](#)	Assignment	9
	[4.5.8 - Applied Lab: Format a Report Draft](#)	Assignment	5

Due Date	Assignment Name	Assignment Type	Points
	[4.5.9 - Applied Lab: Format a Music Program](#)	Assignment	7
	[4.6.5 - Skills Lab: Edit Documents](#)	Assignment	10
	[4.6.6 - Challenge Lab: Edit Documents](#)	Assignment	10
	[4.6.8 - Applied Lab: Edit an Essay](#)	Assignment	5
	[4.6.9 - Applied Lab: Edit a Newspaper Article](#)	Assignment	7
	[4.7.10 - Applied Lab: Insert Images for a Flyer](#)	Assignment	10
	[4.7.6 - Skills Lab: Insert Illustrations](#)	Assignment	11
	[4.7.7 - Challenge Lab: Insert Illustrations](#)	Assignment	11
	[4.7.9 - Applied Lab: Insert Images for a Poster](#)	Assignment	12
	[4.8.5 - Skills Lab: Create and Format Tables](#)	Assignment	13
	[4.8.6 - Challenge Lab: Create and Format Tables](#)	Assignment	13

Due Date	Assignment Name	Assignment Type	Points
	[4.8.8 - Applied Lab: Format a Calendar](#)	Assignment	11
	[4.8.9 - Applied Lab: Format Tables for a Sales Report](#)	Assignment	12
	[4.9.5 - Skills Lab: Use Themes, Styles, and Templates](#)	Assignment	9
	[4.9.6 - Challenge Lab: Use Themes, Styles, and Templates](#)	Assignment	9
	[4.9.8 - Applied Lab: Create a Certificate Using a Template](#)	Assignment	6
	[4.9.9 - Applied Lab: Format a Newsletter](#)	Assignment	6
	[TEMC 1170-2024/2025-Word Essentials Exam 1 A](#)	Assignment	100
	[TEMC 1170-2024/2025-Word Essentials Exam 1 B](#)	Assignment	100
	[TEMC 1170-2024/2025-Word Essentials Exam 2 A](#)	Assignment	100
	[TEMC 1170-2024/2025-Word Essentials Exam 2 B](#)	Assignment	100

Due Date	Assignment Name	Assignment Type	Points
	[TEMC 1170-2024/2025-Word Essentials Exam 3 A](#)	Assignment	100
	[TEMC 1170-2024/2025-Word Essentials Exam 3 B](#)	Assignment	100
	[TEMC 1170-2024/2025-Word Essentials Exam 4 A](#)	Assignment	100
	[TEMC 1170-2024/2025-Word Essentials Exam 4 B](#)	Assignment	100
	[Word Essentials Capstone](#)	Assignment	35

Grading Scale

Percentage Letter Grade

100-93	A
92-90	A-
89-86	B+
85-83	B
82-80	B-
79-76	C+
75-73	C
72-70	C-
69-66	D+
65-63	D
62-60	D-

59 or below	E

Passing for this class is 70% or higher.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:
https://slcc.instructure.com/courses/530981/pages/institutional-syllabus

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:
https://slcc.instructure.com/courses/530981/pages/institutional-syllabus. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: https://slcc.instructure.com/courses/530981/pages/institutional-syllabus. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

SLCC Student Academic Calendar