SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
CIS 201S Fall 2026
Word Processing
3 CREDIT HOURS

INSTRUCTOR: Mrs. Lin Roberts
EMAIL: lroberts2840@edisonohio.edu
Instructor is available by email, Zoom or in person appointment

Section/Term:	Fall 26/27 Semester Word Processing (CIS-201S-801FS)
Class Meeting Time:	Online
Location:	Online
Required items:	Cengage Unlimited Computer with Microsoft Applications DOWNLOADED
Faculty:	Mrs. Lin Roberts
Credentials:	MBA, Urbana University, 2006 BS, Morehead State University, 1977
E-mail:	Lroberts2840@edisonohio.edu
Faculty Phone:	937.548.5546
Faculty Office Hours:	Online available daily
Faculty Contact:	If you have questions or concerns, please contact me via email with your course and section number in the email through your Edison State email. We can set up online or in person meetings to help you succeed. I do not like to leave students waiting. I am extremely responsive, so if you do not hear from me in 24 hours, please Reply All to your sent email to follow up. We do not use Blackboard messages in this course.

Course Description

Comprehensive study of document creation and formatting using one or more word processing software applications. Topics include advanced word processing tools as well as integration of word processing software with other applications software. **Prerequisite:** CIS 100S or CIS 110S and typing speed of 24 wpm. **Lab Fee:** $48 (Additional fees will apply for flex and webflex sections.)

Required **Text – CENGAGE UNLIMITED SUBSCRIPTION – this is all you need**

We no longer have a physical bookstore. Therefor you will need to go to the Edison State eBookstore and purchase our book this class electronically **The New Perspectives Collection, Microsoft Office 365 & Office 2019, 1st Edition MindTap ISBN: 9780357026199.** If you want a Print Edition ISBN: 9780357026205

The materials required for this class—and any other classes using Cengage products—Used codes will not work. The textbook alone will not work. USB flash drive (optional but helpful). Students can also use OneDrive. Get textbooks, ebooks, access codes, apparel, and technology through your Edison State Bookstore.

Visit the bookstore **website** for more information!

Technical Requirements
You will need access to a computer that has high speed internet with an up-to-date browser. **Use the latest version for Google Chrome** for **your work in this course.** A desktop PC (or most laptop computers) with Windows 10 works best for this course. **You will also need access to Office 2019 or Office 365 and a Broadband Internet connection are required**.

A PC running Windows is required to complete 100% of your work; a Mac may allow you to complete 90%, a Chromebook 66%. The Edison library and/or public library have computers you can use.

Computer Time
Approximately eight to ten hours per week of computer time outside of class is recommended for successful completion of course requirements in this accelerated course.
You may work ahead. All assignments are available to you now and you may complete the course early. You will not be given new weekly assignments.

General course outline: This is a general outline of the course and is subject to change upon notification in regular class session and/or online.

WHEN ASSIGNMENTS ARE DUE:
08/24 First Day of Class
08/30 Cengage/MindTap/SAM
Sundays - Assignments are due every Sunday, but please feel free to work ahead! (Course ends on a Friday)
9/7 Monday, Labor Day - Campus Closed
11/11 Wednesday, Veteran's Day - Campus Closed
11/26-29 Thanksgiving - Campus Closed
12/11 Final Due, Course ends (THIS IS A FRIDAY!)
**All due by 11:59 pm
**See course outline and Blackboard for due dates

Course outline: This is a **general outline of the course** and is **subject to change** upon notification in regular class session and/or on Blackboard.

WEEK	CIT 201S Word Processing All assignments due by 11:59 pm	Points	DUE DATE
Week 1	Introduction, Syllabus KYCQ in Blackboard Getting Started with SAM		8/30
Week 2	Word 1 SAM Path & Case Project	50	9/6
Week 3	Word 2 SAM Path & Case Project	50	9/13
Week 4	Word 3 SAM Path & Case Project	50	9/20
Week 5	**Word Exam Chapters 1-3**	100	9/27
Week 6	Word 4 SAM Path & Case Project	50	10/4
Week 7	Word 5 SAM Path & Case Project	50	10/11

WEEK	CIT 201S **Word Processing** All assignments due by 11:59 pm	Points	DUE DATE
Week 8	Word 6 SAM Path & Case Project	50	10/18
Week 9	Word 7 Sam Capstone Project	50	10/25
Week 10	**Review Your Work**		11/1
Week 11	**Word 5-7 Capstone Project**	100	11/8
Week 12	Word 8 SAM Path & Case Project	50	11/15
Week 13	Word 9 SAM Path & Case Project	50	11/22
Week 14	Word 10 SAM Path & Case Project	50	11/29
Week 15	**Word 8-10: Capstone Project**	100	12/6
Week 16	**Review Your Work**		

Category	Possible Points
SAM PATH and Case Projects	500
Word Exam Chapter 1-3	100
Word 5-7 Capstone Project	100
Word 8-10 Capstone Project	100
TOTAL	**750points**

GRADING SCALE

A (90%-100%) 750-675
B (80%-89%) 674-600
C (70%-79%) 599-525
D (60%-69%) 524-450
F (below 60%) 449

GRADING in MyESCC: A **Mid-term grade** and a **final grade** will be reported in MyESCC. The work used to determine mid-term grades will be specifically outlined by your instructor.

GRADES

Your grades for this class are reported in Blackboard. Use POINTS in Blackboard to determine your final grade. Do not use the average that Blackboard displays. The method that Blackboard uses to compute an average can be deceiving. Your final grade in the class will be determined by the total number of points that you have earned. Your instructor will apply your total points to the grade scale (above) to determine your final letter grade in the course. **If you are working on assignments but grades so not show/populate, then you have more steps to complete to finish the assignment. Remember that unless you get all of the questions correct on a SAMPath assignment, there are 3 parts that must be completed. If you don't see a grade, you need to complete more work.

An **incomplete** ("I" grade) can only be given if you have:

1. Tested regularly and in accord with the course schedule up to the last withdrawal date.
2. Completed all the requirements up to the withdrawal date.
3. Received a passing grade on all work.
4. Provided a documented, verifiable reason for being unable to complete the course.

To receive an incomplete, you **must** meet all the criteria listed above. An incomplete grade cannot be given after the grades are turned in to the Registrar's Office.

College Policies:

In our Blackboard course, there is a menu item called **COLLEGE POLICIES**. By selecting the **COLLEGE POLICIES** menu item, you are able to see current information and policies in the following areas: Edison Student Handbook, Edison Community College Catalog, Academic Honesty, Core Values, Disability, Diversity, Important Dates, Dropping/Withdrawing Classes, General Education Outcomes, Student Services, Attendance & Participation, Grading Criteria, and Response Time.

ACCOMMODATIONS /ACCESSIBILITY STATEMENT

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that you may need an accommodation based on the impact of a disability, contact the instructor privately with your Self-Identification Letter. If you do not have a Self-Identification Letter, contact the Office of Disability Services by email accessibilitysupport@edisonohio.edu or call 937.381.1548. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

TESTING YOUR FAITH ACT

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found at this link- https://www.edisonohio.edu/sites/default/files/2025-05/3358-1-10_testing_your_faith.pdf

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.
During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
    - email to SUPPORT@EDISONOHIO.EDU
    - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.
All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, or visit our webpage at www.edisonohio.edu/tutoring-center

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.