

CLASS NUMBER AND NAME:

CMN127B—INTRODUCTION TO WORD I

TOTAL HOURS/UNITS:

24 HOURS/1 UNIT

PREREQUISITES:

CMN127A-Beginning Keyboarding or net speed of 25 words per minute

TEXT AND MATERIALS:

College Keyboarding & Document Processing, 11th Edition, Ober, Johnson, and Zimmerly; McGraw Hill, 2010
(ISBN 9780077356606)

CLASS DESCRIPTION:

This class includes creating letters, memos, reports, and tables using Microsoft Word.

CLASS OBJECTIVES:

The student will create complex letters, memos, and tables.

CLASS FORMAT OVERVIEW:

This is a lab. Lab time is spent completing assignments using software.

REQUIREMENTS:

The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.

METHOD OF INSTRUCTION:

Students are required to turn in all assignments (lessons) as outlined on the attached assignment sheet. All word-processed documents must be completed to a mailable level (3 or fewer errors per document).

ATTENDANCE:

It is expected that each student will be in class when class begins every day. Roll will be taken at the beginning of class. Should it be necessary for a student to be late to class or to leave early, the student should notify the instructor ahead of time; it will then be up to the instructor to decide if the student will be counted as present. The instructor's decision will be final.

TESTING:

After all lessons have been successfully completed, there is a test after lesson 40. It is expected that the student will complete each portion of the test in 15 minutes or less with zero errors. The student must complete all assignments and the test by the end of the module to receive a passing grade. To test out of the class, the test (each section within 15 minutes and 0 errors) and the timing must be monitored by the scheduled instructor, completed in one class, and done within the first three days of the module as determined by the instructor. In addition, it must be checked by the grader for authenticity.

LATE WORK OR TESTING: There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

CHEATING: “Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work or work on another student’s file, all students will receive a failing grade for the class. The school’s Code of Conduct and Cheating Policy will be enforced.

The GDP software has a dishonesty detection system so using another student’s work will be detected by the software. If a student submits another student’s work, both or all of the students will receive failing grades.

GRADING POLICIES: The final grade will be PASS/FAIL. To receive a Pass, all Assignments and Lessons and the test **MUST BE COMPLETED** as specified in this syllabus. Some assignments, as stated in the outline, must have 3 or fewer errors to receive a passing grade. If a student has more than 3 errors on a document, he or she must edit them until the errors are 3 or fewer. In addition, two 5-minute timings with 10 or fewer errors must be completed. In addition, all of the student’s work must be checked online by the grader to ensure the assignments were completed as listed in this syllabus and the original work was completed by the student.

FINAL GRADE: The student must submit the signed checklist to the instructor for review and the instructor must submit it to the grader. The grader must check the student’s online file to assure all work has been completed as listed on the syllabus and the student did not use another student’s work (as the software detects dishonesty). Since this is a Pass or Fail class, all work must be completed according to the grading policies to receive a passing grade. A final grade will be issued after all assigned work has been successfully completed and reviewed by the instructor and grader.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will:

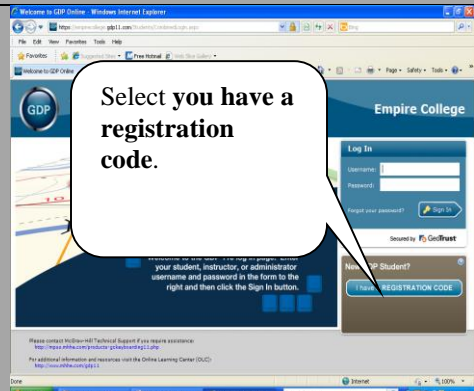
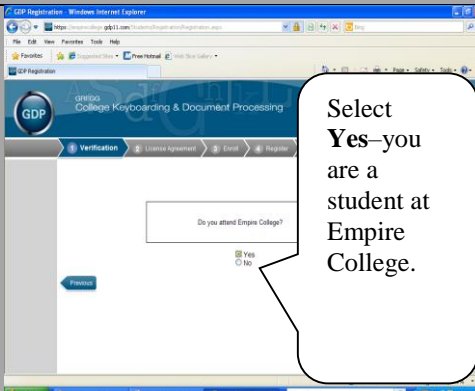
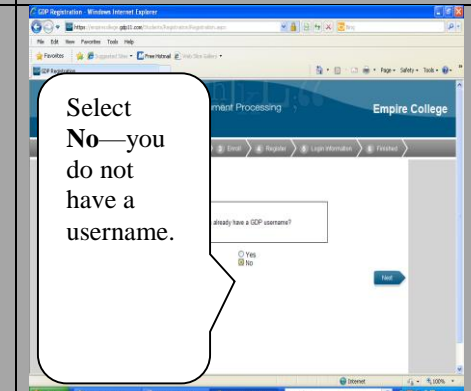
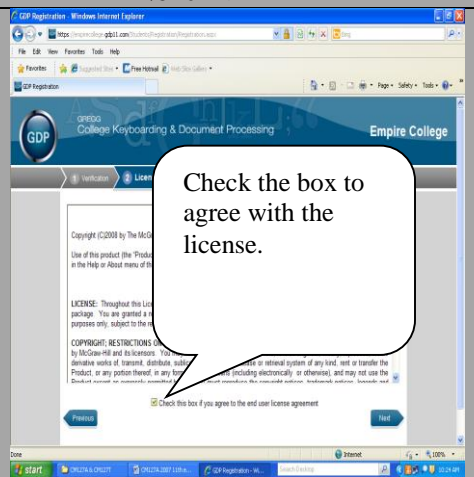
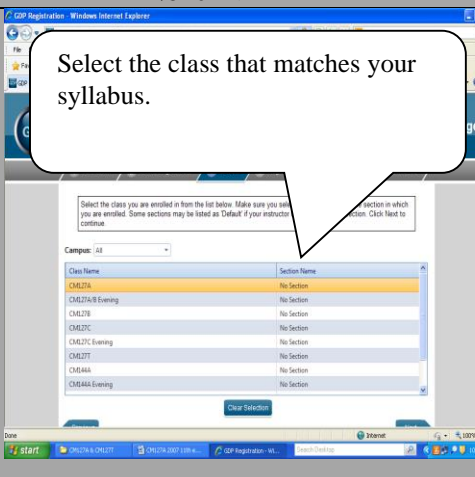
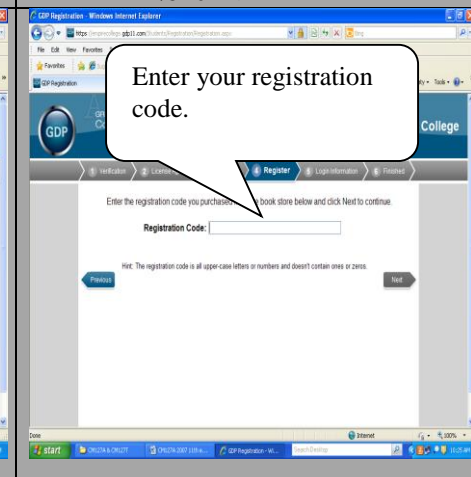
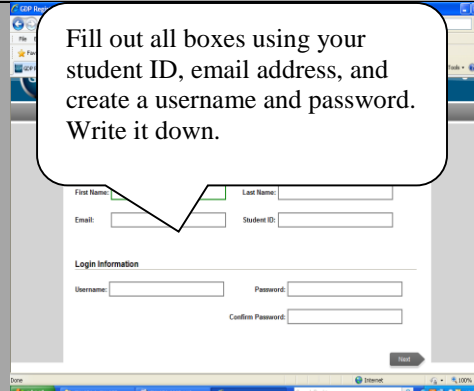
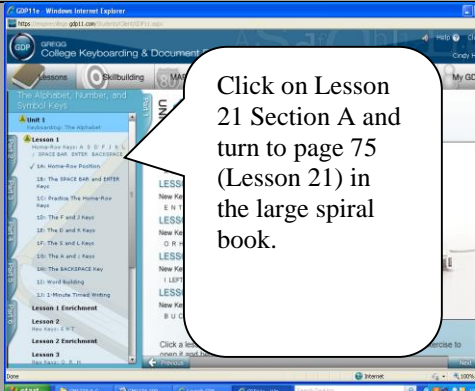
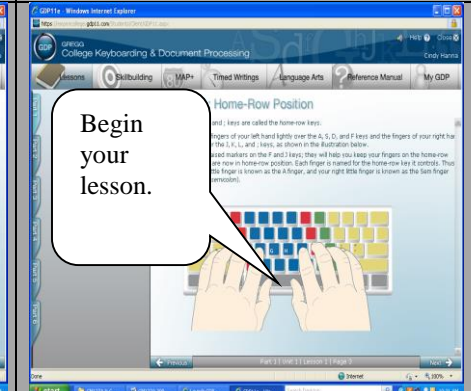
1. Demonstrate the ability to type letters, reports, tables and memos from a rough draft.
2. Be able to center a table both vertically and horizontally and format the cells.
3. Be able to type with no more than 6 errors on a three-minute timed writing and no more than 10 errors on a five-minute timing.
4. Be able to use spell check, grammar check, and change margins.

INSTRUCTIONS

CMN127B—Intro to Word I

Using Internet Explorer, go to <https://empirecollege.gdp11.com>

- If you have already registered in the program, login and go to **My GDP**, click on **My Info, Edit**, and **select the class, which matches this syllabus, CMN127B**. Click **Save Settings**. Return to lessons and begin with **Lesson 21** as listed on page 75.
- If you are a new to the program, choose **I have a registration code on the first screen** and follow the screens below.

<p>1st Screen</p> 	<p>Next—></p> 	<p>Next—></p> 																		
<p>Next—></p> 	<p>Next—></p>  <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th>Class Name</th> <th>Section Name</th> </tr> </thead> <tbody> <tr><td>CM127A</td><td>No Section</td></tr> <tr><td>CM127B Evening</td><td>No Section</td></tr> <tr><td>CM127B</td><td>No Section</td></tr> <tr><td>CM127C</td><td>No Section</td></tr> <tr><td>CM127C Evening</td><td>No Section</td></tr> <tr><td>CM127T</td><td>No Section</td></tr> <tr><td>CM128A</td><td>No Section</td></tr> <tr><td>CM128A Evening</td><td>No Section</td></tr> </tbody> </table>	Class Name	Section Name	CM127A	No Section	CM127B Evening	No Section	CM127B	No Section	CM127C	No Section	CM127C Evening	No Section	CM127T	No Section	CM128A	No Section	CM128A Evening	No Section	<p>Next—></p> 
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CMN127B–INTRODUCTION TO WORD I

IMPORTANT INFORMATION

BEGINNING THE CLASS: Only use Internet Explorer to access this class.

Using Internet Explorer, go to <https://empirecollege.gdp11.com>.

- If you have already registered in the program, using Internet Explorer login and go to **My GDP**, click on **My Info**, **Edit**, and **select the class, which matches this syllabus, CMN127B**.
 - Click **Save Settings**. Return to lessons and begin with Lesson 21.
 - The software, book, and this outline work together to guide you through the class.
 - Please read all instructions on the syllabus, screen, and in the book carefully.

GOAL OF THE CLASS

- The goal of the class is to use the correct fingering without looking at the keys and to strive for accuracy during that process.
- **Paced Practices** only need to be repeated 2 times before moving on in the program. To do that, go to Lessons and move to the next letter.

EXITING THE PROGRAM

- To exit the program, click on **X on the top right portion of your screen**. (If you are in the middle of a lesson, click Lessons before you click the X.)
- Press **Enter** or click on *Yes* to exit.

5-MINUTE TIMED WRITINGS AND GRAD SPEED

- Click on the **Timed Writing** section on the top of your screen.
- Scroll down to **Supplementary Timings** (the last listings that are located in the back of your book starting on page SB-26). Make sure the timing number matches the copy you are keyboarding.
- If you reach your grad speed on two timings (five-minute timings with 10 or fewer errors subtracted from the speed) please have your instructor view your speed on the screen before closing. This must be done in a scheduled computer lab with a scheduled instructor to receive credit. Your instructor must know you are working on this as he or she must verify the speed on your screen. Please ask your instructor for assistance.

VIEWING YOUR PROGRESS AND SCORING WORD PROCESSING DOCUMENTS

- Select My GDP to view your Portfolio. **Your instructor will be signing, dating, and recording your errors for all of your word processing documents**. Please see attached check-off sheet. This page must be completed and submitted to your instructor to receive a Pass in this class. In addition, the grader must review your portfolio online for completion of all assignments and to verify the authenticity of the work before a grade will be issued.

INSTRUCTIONS FOR CREATING, SAVING, and SUBMITTING WORD PROCESSING DOCUMENTS

TO BEGIN AN ASSIGNMENT

- Click the **START WORK** button under Step 1
- Click **OPEN**
- Type the assignment from the textbook
- See the Saving handout and/or ask your instructor for assistance.

TO SUBMIT WORK

- Return to the GDP program using the GDP11e button at the bottom of the page on the status bar
- Click Browse and then Submit
- The document will score and show you the errors that need to be corrected
- If you have less than 3 errors, you may continue with the next assignment but remember it is a good practice to identify your errors and fix them
- To close and return to the edit button, click the X in the upper right hand corner

TO CORRECT ERRORS AND RESCORE A DOCUMENT

- To correct your errors, return to Step 1 and click EDIT (or Click on the name of the file that you just saved on the Status Bar)
- Make your corrections and resave the document with the same file name. It should ask you if you want to replace the old one, and you should Click Yes.
- To resave your work, click the blue disk (Save Button) on the ribbon at the top of the page on the status bar

6-Week Schedule—Only Internet Explorer to access this class

Week 1	Lesson 21	<p>Page 75—Complete A-E Section D The paragraph is already typed; you need to insert commas where they are needed. SKIP SECTIONS B & C</p> <p>Section E Read your MANUAL (the small spiral book) for this section. Start reading on pg. 4, Lesson 21. Read the section but do not complete the practice section for the Lesson.</p>
	Lesson 22	<p>Page 77—Complete A-D Section C— Complete the 3-minute timed writing at least once with no more than 6 errors. Section D Read your MANUAL (Page 13) but do not complete the practice section.</p>
	Lesson 23	<p>Page 79—Complete A-I SKIP SECTION B</p> <p>Section I Read your MANUAL (Page 19) but do not complete this practice section.</p>
	Lesson 24	<p>Page 81—Complete A-E SKIP SECTION B Section D— Complete the 3-minute timed writing at least once with no more than 6 errors. Section E Read your MANUAL (Page 27) but do not complete the practice section.</p>
	Lesson 25	<p>SKIP THE ENTIRE LESSON</p>
Week 2	Lesson 26	<p>Page 88—Complete A-E—Business Letters with Enclosures Section C— Complete the 3-minute timed writing at least once with no more than 6 errors. HINT: When you see 20-- , type the current year. HINT: The means press enter and start a new line. The urs should be replaced with your first and last initials in lowercase.</p> <p>Complete and score 26-3. To create the long dash, use Ctrl+Alt and the minus (-) key on the 10-key pad on the far right column of your keyboard. Remember to save it with the same name (26-3). When you have zero errors, have your instructor sign your checklist and show you how to complete and score 26-4.</p> <p>(Edit and score the word processing documents until you have 3 or fewer errors.) Have your instructor sign, date, and include the number of errors on the check-off sheet attached to this class for all of the word processing documents in this course. All documents must be scored with 3 or fewer errors to pass.</p> <p>SKIP 26-5</p>
	Lesson 27	<p>Page 92—Complete A-E— Business Letters with Enclosures SKIP SECTIONS B & C</p> <p>Complete and score 27-6. When you have zero errors, have your instructor sign your checklist and show you how to complete and score 27-7. SKIP 27-8.</p> <p>Please have your instructor sign the attached list for all of your word processing documents.</p>
	Lesson 28	<p>Page 95—Complete A-G—Envelopes and Labels SKIP SECTION B</p> <p>Section C— Complete the 3-minute timed writing at least once with 6 or fewer errors. Section G —Use your manual (Page 42) to complete this section. Ignore all printing references for this class. There is nothing to print.</p> <p>Complete and score 28-9 and 28-11 with 3 or fewer errors. SKIP 28-10, 28-12 & 28-13</p>

Week 3	Lesson 29	<p>Page 100— Complete A-K—Memos and E-mail with Attachments SKIP SECTIONS B AND L</p> <p>Complete and score 29-14 with 3 or fewer errors. SKIP 29-15 AND 29-16.</p>
	Lesson 30	<p>Page 106—Complete A-E—Correspondence Review Section E—Use your manual (Page 48) to complete this section</p> <p>Complete and score 30-17 and 30-19 with three or fewer errors. Do not underline the period at the end of the sentence in 30-17. SKIP 30-18</p>
	Lesson 31	<p>Page 110—Complete A-H—One-Page Business Reports SKIP SECTIONS B & C</p> <p>Section H—Use your manual (Page 49) to complete this section</p> <p>Complete and score 31-1. When you have zero errors, complete and score 31-2.</p>
Week 4	Lesson 32	<p>Page 114—Complete A-F—Multipage Business Reports Section F—Use your manual (Page 52) to complete this section.</p> <p>Complete and score 32-3. Do not enter a page break above the heading <u>Reasons for Lying</u> for 0 errors. The question marks should not be italicized.</p> <p>When you have zero errors, complete and score 32-4.</p>
	Lesson 33	<p>Page 118—Complete A-K—Business Reports with Lists SKIP SECTION B</p> <p>Section K—Use your manual (Page 59) to complete this section</p> <p>Complete and score 33-5. When you have zero errors, complete and score 33-6.</p>
	Lesson 34	<p>Page 122—Complete A-H—Academic Reports with Lists SKIP SECTION B</p> <p>Section D Complete the 3-minute timed writing. Repeat until you can reach your goal of no more than 6 errors.</p> <p>Section H—Use your manual (Page 62) to complete this section</p> <p>“In the assignments when a tab is required, if you have keyed a tab and GDP marks it as wrong, let the instructor know. There is no need to try to correct this error.”</p> <p>Complete and score 34-7. SKIP 34-8.</p>
	Lesson 35	<p>Page 126—Complete A-F—More Rough-Draft Reports SKIP SECTION C</p> <p>Section F—Use your manual (Page 64) to complete this section</p> <p>Complete and score 35-9 and 35-10.</p>

Week 5	Lesson 36	<p>Page 131—Complete A-F—Boxed Tables Section C—Complete the 3-minute timed writing with no more than 6 errors. Section F—Use your manual (Page 69) to complete this section</p> <p>Complete 36-1, 36-2, 36-3, and 36-4 with 3 or fewer errors. If you have a problem with the borders, select the entire table (by the selection handle), remove all the borders, and add in all the required borders again. To correct font errors, select Ctrl+A (to select the entire document) click on 12 point font and apply it. Select the lines (like headings) which need to be 14 point and apply the font size.</p> <p>Complete a 5-minute timed writing with no more than 10 errors** To complete the timing, click on Timed Writings on the menu bar and select the Other tab, and Supplementary Timed Writings. The Supplementary Timed Writings (SB) pages are in the back of your book. (The timings start on Page SB-26.)</p>
	Lesson 37	<p>Page 134—Complete A-F—Open Tables SKIP SECTIONS B & C</p> <p>Section F—Use your manual (Page 73) to complete this section</p> <p>Complete and score 37-5 and 37-6. SKIP 37-7</p>
	Lesson 38	<p>Page 137—Complete A-E—Open Tables with Column Headings SKIP SECTION B</p> <p>Section C is a 3-minute timed writing. Repeat until you can reach your goal of no more than 6 errors. Section E—Use your manual (Page 77) to complete this section</p> <p>Complete and score 38-8. (The text in the first row, second column cell needs to be formatted with BOTTOM CENTERED alignment and NO paragraph mark.) Complete 38-9 and 38-10. SKIP 38-11</p>
	Lesson 39	<p>Page 140—Complete A-I—Ruled Tables with Number Columns SKIP SECTION B</p> <p>Section I—Use your manual (Page 81) to complete this section</p> <p>Complete and score 39-12 and 39-13. SKIP 39-14</p>
Week 6	Lesson 40	<p>Page 144—Complete A-D—Formatting Review Section D is a 3-minute timed writing. Repeat until you can reach your goal of no more than 6 errors.</p> <p>Complete and score 40-11, 40-20, and 40-15</p> <p style="text-align: center;">Complete a 5-minute timed writing with no more than 10 errors**</p> <p>To complete the timing, click on Timed Writings on the menu bar and select the Other tab, and Supplementary Timed Writings. The Supplementary Timed Writings (SB) pages are in the back of your book starting on Page SB-26. These timings must be completed with 10 or fewer errors.</p>
	Test 2 PROGRESS TEST	<p>Outcome Assessment on Part 2</p> <p>Beginning on Page 147, complete the 3-minute timing (with 6 or fewer errors) Test 2-21, Test 2-12, and 2-16 on Pages 147-148.</p> <p>Each section should be completed in 15 minutes or less with 0 (zero) errors.</p>

GDP RECORDING AND SCORING TIPS

GREEN	GDP thinks there is a missing word. Add what is in green.
BLUE	GDP thinks there is an extra word. Take out what is in blue.
RED	<p>GDP thinks there is something misspelled. This may include:</p> <p>Spelling errors: Check for words ending in ‘ed’, ‘s’, ‘ing’, etc.</p> <p>Punctuation: Check capital letters, commas, etc.</p> <p>Spaces: GDP attaches the space after a word as part of the spelling of that word. Make sure you have the right spacing. Use the ¶ button on the toolbar in Word to see all of your ‘hidden characters’, which include spaces and paragraph marks.</p>
HYPHENS	<p>If you’re getting an error with a hyphen, first check your syllabus for directions, otherwise try a different version of the hyphen:</p> <ul style="list-style-type: none"> • Simple hyphen - press the key above the P. • Long dash — press [Ctrl] + [Alt] + [minus on the 10-key pad]
TO CORRECT ERRORS	<ul style="list-style-type: none"> • Page Numbering—In exercises where there is to be a Page Number inserted, it needs to be done as follows: <u>Insert, Page Number, Top of Page</u>, select <u>format 3</u> (right aligned on top), then click on <u>Different First Page</u>. • Table Borders—In exercises where the table needs to have certain borders, even when the student seems to have done it correctly, GDP marks it wrong. Select the entire table, remove all the borders, and then insert borders one by one. • Font Size—There are a number of lessons working with tables that require the formatting to have 12-point font for the content of the table and 14-point font for the heading of the table. Select the entire table, apply 12-point font to the entire table, and then select the heading and apply 14-point font. • Memos—Lessons involving Memos should have all the side headings (i.e. Memo, Subject, etc) in BOLD, <i>including</i> the colon. • Reports—Reports with side headings under major headings need to be in BOLD, INCLUDING the Period that follows.

***Remember to read all the instructions! Your syllabus has sections to skip!**

Testing Out in GDP

To test out of GDP you must complete the test (at the end of the course outline) in one day **during your scheduled computer lab class monitored by your scheduled instructor present**. Each test must be completed within 15 minutes with zero errors.

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- The instructor must initial the start time, date of the test, and the ending time of each portion of the test. Each test must be completed within 15 minutes with zero errors; the software will track your time and errors.
 - This must be completed within the first week of the module.
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CMN127B	Test 2—3-minute timing 2-21, 2-12, and 2-16
CMN127C	Test 3—5-minute timing 3-53, 3-54, and 3-33
CMN144A	Test 4—5-minute timing 4-76, 4-77, and 4-41
CMN144B	Test 5—5-minute timing 5-94, 5-54, and 5-77 Test 6 6-17, 6-98 and 6-99

- Each assignment must be completed without help within 15 minutes and 0 errors. (The program will track your time and errors.)
 - 5-minute timings must have 10 or fewer errors.
 - 3-minute timings must have 6 or fewer errors.
 - To test out of the class, your test must be monitored and initialed by your scheduled computer lab instructor and each test must be completed within 15 minutes with zero errors.
 - The GDP software has a dishonesty detection system so using another student's work can be detected by the grader. Both or all students will receive a failing grade for the class if this occurs.
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GRADUATION SPEEDS

Two 5-minute timings with 10 or fewer errors, which net the speed (or better) for the major are required. Net typing speed is calculated by subtracting the number of errors from gross speed. **Timings must be completed at Empire College on two different timings in a scheduled computer lab and witnessed by a scheduled instructor.**

Major	Accounting	Speed	Next Class
OAAC	Specialized Associate Degree – Accounting	30	CMN127B
ACEE	Accounting with Entrepreneurship Emphasis	30	CMN127B
ACCE	Accounting with Certification Emphasis		

Business

OABU	Specialized Associate Degree – Business	40	CMN127B
BUMP	Business Management Professional	40	CMN127B
BUOP	Business Office Professional	40	CMN127B
BUAP	Accelerated Business Professional	40	CMN127B

Legal

OAPL	Specialized Associate Degree – Paralegal	45	CMN127B
LEPS	Paralegal Studies (less than full time)		
LEOA	Legal Office Assistant	45	CMN127B

Medical

OAMM	Specialized Associate Degree - Administrative Medical Professional	40	CMN127B
OACM	Specialized Associate Degree - Clinical Medical Professional	40	CMN127B
MECL	Clinical Medical Assistant	30	CMN127B
MEAE	Medical Assistant Essentials	30	CMN127B
MEAA	Medical Administrative Assistant	40	CMN127B
MEBC	Medical Billing and Coding Technician	30	CMN127B
SSPN	Phlebotomy Technician (less than full time)		

Information Technology

OACY	Specialized Associate Degree – Information Technology Cybersecurity Specialist Concentration	25	
OALI	Specialized Associate Degree – Information Technology Linux Specialist Concentration	25	
OAMI	Specialized Associate Degree – Information Technology Microsoft Specialist Concentration	25	
ITSS	I.T. Support Specialist	25	
ITMS	Microsoft Solutions Expert		

GRADUATION SPEEDS

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Major	Accounting	Speed	Next Class
OAAC	Specialized Associate Degree – Accounting	30	CMN127B
ACEE	Accounting with Entrepreneurship Emphasis	30	CMN127B
ACCE	Accounting with Certification Emphasis		

Business

OABU	Specialized Associate Degree – Business	40	CMN127B
BUMP	Business Management Professional	40	CMN127B
BUOP	Business Office Professional	40	CMN127B
BUAP	Accelerated Business Professional	40	CMN127B

Legal

OAPL	Specialized Associate Degree – Paralegal	45	CMN127B
LEPS	Paralegal Studies (less than full time)		
LEOA	Legal Office Assistant	45	CMN127B

Medical

OAAM	Specialized Associate Degree - Administrative Medical Professional	40	CMN127B
OACM	Specialized Associate Degree - Clinical Medical Professional	40	CMN127B
MECL	Clinical Medical Assistant	30	CMN127B
MEAE	Medical Assistant Essentials	30	CMN127B
MEAA	Medical Administrative Assistant	40	CMN127B
MEBC	Medical Billing and Coding Technician	30	CMN127B
SSPN	Phlebotomy Technician (less than full time)		

Information Technology

OACY	Specialized Associate Degree – Information Technology Cybersecurity Specialist Concentration	25	
OALI	Specialized Associate Degree – Information Technology Linux Specialist Concentration	25	
OAMI	Specialized Associate Degree – Information Technology Microsoft Specialist Concentration	25	
ITSS	I.T. Support Specialist	25	
ITMS	Microsoft Solutions Expert		

Name: _____ CHECK-OFF SHEET—CMN127B Date: _____

Instructor's Signature: _____

Room: _____

Lesson		Word Processing Documents	Errors	Date	Signature
21	A-E	SKIP			
22	A-E	SKIP			
23	A-E	SKIP			
24	A-H	SKIP			
25		SKIP THIS SECTION			
26	A-H	26-3 26-4—Business Letters	3 or fewer errors		
27	A-H	27-6 27-7—Business Letters	3 or fewer errors		
28	A-J	28-9 28-11—Envelopes and Labels	3 or fewer errors		
29	A-G	29-14—Memos and Email	3 or fewer errors		
30	A-G	30-17 30-19—Correspondence Review	3 or fewer errors		
31	A-H	31-1 31-2—One Page Business Report	3 or fewer errors		
32	A-H	32-3 32-4—Correspondence	3 or fewer errors		
33	A-H	33-5 33-6—Business Report with Lists	3 or fewer errors		
34	A-E	34-7 —Academic Reports with Lists	3 or fewer errors		
35	A-F	35-9 35-10— Business Report	3 or fewer errors		
36	A-F	36-1 36-2 36-3 36-4—Boxed Tables	3 or fewer errors		
37	A-F	37-5 37-6—Open Tables	3 or fewer errors		
38	A-F	38-8 38-9 38-10—Open Tables	3 or fewer errors		
39	A-I	39-12 39-13—Ruled Tables	3 or fewer errors		
40	A-D	40-11—Academic Report 40-20—Correspondence 40-15—Ruled Table	3 or fewer errors		
Outcome Assessment 2	Test 2	3-minute timing 2-21—Block Style Business Letter 2-12—Academic Report 2-16—Ruled Table	6 or fewer errors 0 errors 0 errors 0 errors		
Timings		Five 3-min timings Two 5-min timings	≤ 6 errors ≤ 10 errors		

Please submit and review this sheet with your scheduled instructor. A final grade will only be issued after all assigned work has been successfully completed and reviewed by your instructor and the grader for authenticity. This may take a few days.