

**Department** : Office Systems Technology  
**Course Title** : Word Processing  
**Section Name** : POFI 2401  
**Start Date** : 01/18/2011  
**End Date** : 05/6/2011  
**Modality** : ONLINE  
**Credits** : 4

## **Instructor Information**

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**Name** : Sharman Adkins  
**OC Email** : sadkins@odessa.edu  
**OC Phone #** : 432-335-6468

Office Hours:            MW 9:50-12:50  
                              TTH 9:20-11:20  
                              Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

## **Course Description**

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In-depth coverage of word processing software application. Emphasis on the use of text editing features to produce business documents. Lab fee required.

## **Prerequisites/Corequisites**

POFT 1429 or equivalent

## **Scans**

1,2,3,4,6,8,9,10

## **Course Objectives**

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1. \*Create documents following directions in manuals. (1,4)
2. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. Demonstrate knowledge of computer components. (4)
4. Demonstrate ability to format and copy disks. (8)
5. Demonstrate proficiency in cursor movement and moving between windows. (8)
6. Demonstrate proficiency in using the mouse. (8)
7. Demonstrate proficiency in using keyboard template. (8)
8. Demonstrate proficiency in using help menu. (4)
9. Demonstrate use of program manager, file manager, print manager, and status line. (6)
10. \*Create a directory, drag, drop. (8)
11. Demonstrate ability to select, move, and copy files. (8)
12. Demonstrate ability to select other button bars. (8)
13. Demonstrate proficiency in basic text editing: Delete, undelete, and undo  
Change margins, using dialog box and rulerbar  
Create and change tabs, using dialog box and ruler bar

- Insert text and insert center, bold, underline codes, and use reveal codes to edit document.
14. Demonstrate proficiency in basic page and document formatting: (8)
    - Placement of page and line formatting codes
    - Page numbering and page numbering options
    - Change top, bottom, left, and right margins
    - Change text justification
  15. Demonstrate proficiency in intermediate formatting skills: (8)
    - Formatting codes
    - Double underline
    - Superscripts and subscripts
    - Indents and hard spaces
    - Creating a document comment
    - Creating and printing a document summary.
  16. Demonstrate proficiency in advanced formatting skills: (8)
    - Block protect, conditional end of page, and widow/orphan protect
    - Setting left align, center, right align, decimal, and dot leader tabs
    - Using date code and date text
    - Changing line spacing and line height
    - Using paragraph/page borders
  17. Demonstrate proficiency in using spell check, quick correct, thesaurus, grammar check, bookmarks (8)
  18. Demonstrate proficiency in : (8)
    - Selecting fonts and text sizes
    - Search, find, and replace functions
    - Line numbering
    - Copy and move functions on one document and multiple documents
    - Printing selected pages, printing from disk
  19. Demonstrate proficiency in creating and editing tables: (8)
    - Inserting and deleting rows and columns
    - Creating formulas and using in table
    - Using data fill feature
    - Joining/splitting, formatting cells
    - Setting justification for cells
    - Removing lines
    - Converting text into table and vice versa
    - Moving and copying rows and columns
    - Splitting/joining tables
  20. Demonstrate proficiency in creating parallel and newspaper columns: (8)
    - Typing text into columns
    - Editing and moving text in columns
    - Changing column definitions
    - Applying borders to columns
    - Creating balanced newspaper columns
    - Turning columns off and on
  21. Demonstrate proficiency in using the sort and select feature: (8)
    - Sorting lines, paragraphs, and records in a table
    - Selecting records using a selection statement
  22. Demonstrate proficiency in using templates: (8)

- Using a template to create a document
- Using ExpressDocs templates
- 23. Demonstrate proficiency in performing basic merging: (8)
  - Creating and saving a form file
  - Creating and saving a data file
  - Merging and printing documents
  - Selecting records to merge using the merge conditions
- 24. \*Proofread documents. (2)
- 25. \*Perform basic calculations. (3,9)
- 26. \*Verify calculations made by others. (3)
- 27. Communicate written information and messages. (2)
- 28. \*Create documents as letters, reports, tables, and memos. (2)
- 29. Apply technology to task. (8,9)
- 30. Demonstrate knowledge of key terms. (9)
- 31. \*Distinguish between memory and storage. (6)
- 32. \*Evaluate and choose best alternative to information processing problem solving. (9)
- 33. Use effective learning techniques to acquire and apply new knowledge and skills. (9)
- 34. Set personal goals. (10)
- 35. Persevere toward a goal. (10)
- 36. Develop self-esteem through acquisition and application of skills. (10)
- 37. Demonstrate responsibility through meeting work schedules. (10)

\*INDICATES INTEGRATED, CORE CURRICULUM SKILLS  
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

### **Required Materials**

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*Microsoft Word 2010, Illustrated Complete* by Duffy and Cram. Course Technology publisher.

ISBN 978-0-538-74714-1

Microsoft Word 2010 software. (this comes bundled with textbook in bookstore)

Blackboard Access Code (comes bundled with software and textbook)

Internet Connection

USB drive

## Assignments

For each unit listed the correlating information should be read completely in the textbook. Steps for each section of a unit should be completed on the computer to fully understand the concepts. It is highly recommended that you work the Concepts and Skills Review at the end of each unit although unless specifically listed below, won't be graded. You may, however, use the keys in my office to see the answers. These will help you with the tests.

All work listed in **bold** should be uploaded in Blackboard before class starts on test day. Please use the filenames that your book specifies. I do NOT take late work, so please be careful of due dates.

Unit A-Windows 7 Unit B-File Management Windows 7— <b>Topic Review Questions (TRQ)</b> Unit A-Office 2010-- <b>Topic Review Questions (TRQ)</b> Unit A-Word 2010— <b>TRQ, Ind. Challenge 1—SAM, Ind. Challenge 3</b> Unit B--- <b>TRQ, Ind. Challenge 1—SAM, Ind. Challenge 3</b> Unit C— <b>TRQ, Inc. Challenges 1--SAM and 2</b> Unit D— <b>TRQ, Ind. Challenge 1 –SAM and Visual Workshop</b>	DUE February 15, 11:55 p.m.
<b>UNIT 1 TEST (during class time)</b>	February 15-16
Unit E— <b>TRQ, Ind. Challenge 2 and Visual Workshop</b> Unit F— <b>TRQ, Skills Review</b> Unit G— <b>TRQ, Skills Review and Visual Workshop</b> Unit H— <b>TRQ, Skills Review and Real Life Ind. Challenge</b>	DUE March 10, 11:55 p.m.
<b>UNIT 2 TEST(during class time)</b>	March 10-11
Unit I— <b>TRQ, Skills Review</b> Unit J— <b>TRQ, Skills Review and Ind. Challenge 1</b> Unit K— <b>TRQ, Skills Review and Visual Workshop</b> Unit L— <b>TRQ, Skills Review and Ind. Challenge 1</b> Unit M— <b>TRQ, Skills Review</b>	DUE April 19, 11:55 p.m.
<b>UNIT 3 TEST (during class time)</b>	April 19-20
Unit N— <b>TRQ, Skills Review</b> Unit O— <b>TRQ, Skills Review, Real Life Ind. Challenge</b> Unit P— <b>Ind. Challenge 1</b> Web Apps Optional project	May 4, 11:55 p.m.
<b>FINAL EXAM</b>	TBA
*TRQ is Topic Review Questions in Blackboard—will be graded when you submit it and will appear in Blackboard as homework assignment	

## Grading Policy

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No late work is accepted. No makeup tests will be given.

50% HOMEWORK

50% TESTS/PROJECT

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## Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

## Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

## Disclaimer

**\*Students are responsible for checking for changes frequently as this syllabus may be dated often, as needed.**