

Department : Office Systems Technology
Course Title : Word Processing
Section Name : POFI 2401
Start Date : 08/27/2012
End Date : 12/8/2012
Modality : FACE-TO-FACE
Credits : 4

Instructor Information

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

Office Hours: MW 8:30-10:00 am, 11:20-12:50
TTH 8:00-9:30 am, 12:20-12:50 pm
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

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

ICOs
(1,2,5)

Course Objectives

1. *Create documents following directions in manuals.
2. Demonstrate use of correct language art skills, grammar, and punctuation.
3. Demonstrate knowledge of computer components.
4. Demonstrate ability to format and copy disks.
5. Demonstrate proficiency in cursor movement and moving between windows.
6. Demonstrate proficiency in using the mouse.
7. Demonstrate proficiency in using keyboard template.
8. Demonstrate proficiency in using help menu.
9. Demonstrate use of program manager, file manager, print manager, and status line.
10. *Create a directory, drag, drop.
11. Demonstrate ability to select, move, and copy files.
12. Demonstrate ability to select other button bars.
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:
 - 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:
 - 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:
 - 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
 18. Demonstrate proficiency in :
 - 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:
 - 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:
 - 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:
 - Sorting lines, paragraphs, and records in a table
 - Selecting records using a selection statement
 22. Demonstrate proficiency in using templates:
 - Using a template to create a document
 - Using ExpressDocs templates

23. Demonstrate proficiency in performing basic merging:
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.
25. *Perform basic calculations.
26. *Verify calculations made by others.
27. Communicate written information and messages.
28. *Create documents as letters, reports, tables, and memos.
29. Apply technology to task.
30. Demonstrate knowledge of key terms.
31. *Distinguish between memory and storage.
32. *Evaluate and choose best alternative to information processing problem solving.
33. Use effective learning techniques to acquire and apply new knowledge and skills.
34. Set personal goals.
35. Persevere toward a goal.
36. Develop self-esteem through acquisition and application of skills.
37. Demonstrate responsibility through meeting work schedules.

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

Required Materials

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)
WebTutor forBlackboard 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 11:55 pm of due date. Please use the filenames that your book specifies. Late work is NOT accepted, so please be aware of due dates.

| | |
|---|---|
| Unit A-Windows 7 Unit B-File Management Windows 7—Topic Rev Ques. (TRQ) Unit A-Office 2010—Topic Rev Ques (TRQ) Unit A-Word 2010— TRQ, Ind. Challenge 1, Ind. Challenge 3 | Due September 13 before class starts |
|---|---|

| | |
|--|---|
| Unit B--- TRQ , Ind. Challenge 1, Ind. Challenge 3 Unit C— TRQ , Inc. Challenges 1 and 2 Unit D— TRQ , Ind. Challenge 1 and Visual Workshop | All DUE September 25 before class starts |
| UNIT 1 TEST (during class time) | September 25 |
| Unit E— TRQ, Ind. Challenge 2 and Visual Workshop Unit F— TRQ, Skills Review Unit G— TRQ, Skills Review and Visual Workshop Unit H— TRQ, Skills Review and Visual Workshop | All DUE October 16 |
| UNIT 2 TEST(during class time) | October 16 |
| Unit I— TRQ, Skills Review Unit J— TRQ, Skills Review and Ind. Challenge 1 Unit K— TRQ, Skills Review and Visual Workshop Unit L— TRQ, Skills Review and Ind. Challenge 1 Unit M— TRQ , Skills Review | All DUE Nov. 13 |
| UNIT 3 TEST (during class time) | Nov. 13 |
| Unit N— TRQ, Skills Review Unit O— TRQ, Skills Review, Real Life Ind. Challenge Unit P— TRQ, Ind. Challenge 1 Web Apps | Dec. 4 |
| FINAL EXAM | 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

No late work is accepted.. No makeup tests will be given. Homework will be graded before the next homework is due. To view graded homework, go to the gradebook and click on the grade. I will add files of any work that you did NOT make 100 on. Save each file and open it to view my comments and your grade for that assignment. The grade posted is an average of the grades submitted for that week.

50% HOMEWORK

50% TESTS/PROJECT

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

ATTENDANCE POLICY: Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than **five** absences will jeopardize your grade. Your final grade average will drop one point for every absence over five.

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.

Important School Policies

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](#).

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;

- recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
- missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at nstewart@odessa.edu.**

This course (Word Processing/ POFI 2401/ Fall) has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Office Systems program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.