

Word Processing (POFI 2301) Online



Credits: 3 semester credit hours (2 hours lecture, 2 hours lab)

Prerequisite:

- Some keyboarding skills.
- Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:
<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

Course Description

Word processing software focusing on business applications. *This course is time-bound, structured, and completed totally online.*

Textbook and Materials (furnished by students)

- Hinkle, D. (2007). Microsoft Office Word 2007: The Professional Approach. New York: McGraw-Hill.
 - **ISBN 0073519197**
(this book is used for two classes-POFI 2301 & POFI 2331)
 - Textbook's website (practice quizzes, updates, & data files)
http://higherred.mcgraw-hill.com/sites/0073519197/student_view0/word/
- SimNet (purchase in bookstore or online: <http://lamar.simnetonline.com>)
- Flash drive

Course Objectives

Upon completion of this course, the student will be able to

- 1) Recognize the word processing terminology used in the office environment.
(SCANS: C5, C7, C8, F1, F5, F10, F11)
- 2) Utilize MS Word 2007 to create, revise, print, save, edit, and rename documents.
(SCANS: C1, C5, C6, C7, C8, C15, F1, F5, F11, F16)
- 3) Utilize MS Word 2007 for paragraph formatting, tabs, and advanced editing.
(SCANS: C5, C6, C7, C8, C15, F1, F5, F9, F10, F11)
- 4) Utilize MS Word 2007 for page formatting. (SCANS: C5, C6, C7, C8, C15, F1, F5, F9, F10, F11)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991, the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

Course Outline

- I. Creating a Document
 - A. Start Word
 - B. Identify parts of the Word window
 - C. Key text into a document
 - D. Edit text
 - E. Name and save a document
 - F. Print a document
 - G. Close a document and exit Word
 - H. Insert symbols and special characters
- II. Selecting and Editing Text
 - A. Open an existing document
 - B. Enter formatting characters
 - C. Move within a document
 - D. Undo and Redo actions
 - E. Repeat actions
 - F. Select text
 - G. Save a revised document
 - H. Work with document properties
- III. Formatting Characters
 - A. Work with fonts.
 - B. Apply basic character formatting.
 - C. Work with the Font dialog box.
 - D. Repeat and copy formats.
 - E. Change case and highlight text.
 - F. Create a drop cap.
 - G. Automatically format text and numbers.
- IV. Writing Tools
 - A. Use AutoComplete, AutoCorrect, and Smart Tags
 - B. Work with Building Blocks
 - C. Insert the date and time as a field
 - D. Check spelling and grammar
 - E. Use the Thesaurus and the Research task pane
- V. Formatting Paragraphs
 - A. Align paragraphs
 - B. Change line spacing
 - C. Change paragraph spacing
 - D. Set paragraph indents
 - E. Apply borders and shading
 - F. Repeat and copy paragraph formats
 - G. Create bulleted and numbered lists
- VI. Tabs and Tabbed Columns
 - A. Set tabs
 - B. Set leader tabs
 - C. Clear tabs
 - D. Adjust tab settings
 - E. Create tabbed columns
 - F. Sort paragraphs and tabbed columns
- VII. Move and Copy Text
 - A. Use the Office Clipboard
 - B. Move text by using cut and paste
 - C. Move text by dragging
 - D. Copy text by using copy and paste
 - E. Copy text by dragging
 - F. Work with multiple document windows
 - G. Move and copy text among windows
- VIII. Find and Replace
 - A. Find text
 - B. Find and replace text
 - C. Find and replace special characters
 - D. Find and replace formatting
- IX. Margins and Print Options
 - A. Change margins
 - B. Preview a document
 - C. Change paper size and orientation
 - D. Print envelopes and labels
 - E. Choose print options
- X. Page and Section Breaks
 - A. Use soft and hard page breaks
 - B. Control line and page breaks
 - C. Control section breaks
 - D. Format sections
 - E. Use the Go To feature
- XI. Page Numbers, Headers, and Footers
 - A. Add page numbers
 - B. Change the starting page number
 - C. Add headers and footers
 - D. Work with headers and footers within sections
 - E. Link section headers and footers
 - F. Change starting page numbers
 - G. Create continuation page headers
 - H. Create alternate headers and footers
- XII. Styles and Themes
 - A. Apply styles
 - B. Create new styles
 - C. Redefine, modify, and rename styles

- D. Use style options
- E. Apply and customize a theme
- XIII. Templates
 - A. Use Word templates
 - B. Create new templates
 - C. Attach templates to documents
 - D. Modify templates
 - E. Use the Organizer

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

Daily Work & Homework (book exercises and SimNet)	30%
Examinations (no make-ups)	
Quizzes	25%
Practical	30%
Final Exam (no make-up)	15%
Total	100%

Course Requirements:

1. This course requires excellent time management, organization skills, and self-study practices to succeed.
2. Read carefully the book's instructions and study illustrations.
3. Blackboard - The institute is using Blackboard as a platform to provide students with distance learning opportunities. It is the student's responsibility to learn how to access the course's website, log in periodically, and check for updates (i.e. assignments, exams, email announcements). Do not wait until the last minute to check the website. If the electricity or your computer fails and there is an assignment to submit, **it is your responsibility** to find another way to submit it by the due date/time. Be aware of Blackboard and the computer requirements below.
4. Practice utilizing Blackboard. The following tutorial is available:
<http://www.blackboard.com/quicktutorials/quicktutorials.htm>
5. Students need to log in to Blackboard a least every other day.
6. Calendar - Check the course calendar every day for assignments, projects, or due dates. It can update at any time.
7. Hardware and software – Check the chart at the end for hardware and software requirements. **You need to have regular access to Word 2007 and the Internet for this course.**
8. Follow the class participation requirements.
9. A grade of “C” or better must be earned in this course for credit toward degree requirements.
10. In each document evaluation, the following aspects will be considered: use of correct format, following instructions, use of word processing commands, accuracy, and

submitting documents on the date and time requested. Incomplete documents will not be accepted.

11. Proofreading is an important technique that must be developed for all office technology courses. It is expected that all your work be perfectly proofread. Correct proofreading will be assessed as part of the grade.

Course Policies*

1. Incompletes will be awarded only to students who are missing the last test or lesson of the course or for extraordinary circumstances. The student must have an average of **70%** or higher in the course to request the incomplete. The student is responsible for initiating this process.
2. The guiding principle of academic integrity is that a **student's submitted work must be his/her own**. Any forms of **cheating** will result in a grade of F (for all documents submitted). The instructor will determine if student must be **referred to the administration to initiate a disciplinary process**.
3. Make-up Policy – If you know that you will not be able to take a test, you need to arrange with the instructor to take the exam earlier. Makeup exams will not be given unless an extraordinary situation occurs and with appropriate written medical excuse. The instructor has the prerogative to decide if you deserve to take the exam to make up the one lost.
4. Practical Tests – Students must take tests during the dates and times as specified by the instructor. It is essential to practice the assigned lessons before taking the tests.
5. Quizzes – Students must take the quizzes during the period specified in Blackboard. The student also is responsible for studying all the concepts and applications of each lesson before taking the quizzes. The quiz can be taken from any computer with Internet access. You will have a specific number of minutes to finish the quiz, so be sure you are ready before you begin taking the test. You need to work independently and with your book closed.
6. Late work – No late work will be accepted. In the Assignments and Practical Tests page, there is a link where you submit your assignments. It has a due date and time. After that, the link closes and you cannot submit the document.

Distribution of Tests by Lesson

1. Lessons 1, 2, 3, & 4
2. Lessons 5, 6, 7, & 8
3. Lessons 9, 10, 11, 12, & 13

***These policies will be revised or changed each semester.**

Response Time

- The instructor will respond to e-mail and voice mail communication within 24-48 hours Monday through Friday.
- Assignment grades will be published within two weeks of the assignment due date.
- Practical tests will be published within 2-3 days of the due date.
- Quiz grade should appear automatically in Blackboard at the end of the due date and time.

Technical Requirements

Computer and processor	1 GHz or higher	
Memory	256 megabytes (MB) of RAM or higher	
Hard drive	1.5 gigabyte (GB)	
Drive	CD-ROM or DVD drive	
Display	1024 x 768 or higher resolution monitor	
Operating system	MS Windows XP or Vista with Service Pack (SP) 2, Windows Server 2003 with SP1, or later operating system.	
Application software	MS Word 2007 Check this website for other details: http://office.microsoft.com/en-us/products/2007-microsoft-office-release-system-requirements-HA010166865.aspx#BM19	
Peripherals:	Mouse or compatible pointing device, microphone, speakers, printer	
Browsers	Windows: Supported: <ul style="list-style-type: none"> • Internet Explorer 6.0 • Internet Explorer 7.0 • Firefox 2.0 Unsupported Browsers: <ul style="list-style-type: none"> • Internet Explorer 8 • Firefox 3.0 	MAC OS 10.4, 10.5: Supported: <ul style="list-style-type: none"> • Safari 3.0 • Safari 3.1 • Firefox 2.0 Unsupported Browsers: <ul style="list-style-type: none"> • Safari 3.2 • Firefox 3.0
NOTE	<ul style="list-style-type: none"> • Cookies, Java, and JavaScript must be enabled. • <u>Pop-up blockers</u> can give you problems when taking quizzes. Turn off the pop-up blocker to allow the window to open. Check the following link for more information. Pop-up blockers should be configured to permit new windows from LIT. • If you are using firewall software, you may experience problems accessing the course. 	
Browser Plug-ins	In addition to the minimum system requirements needed to access Blackboard, you may also need additional browser plug-ins to view some of the content. Common plug-ins include: <ul style="list-style-type: none"> • Adobe Acrobat • Adobe Flash Player • Quicktime • Windows Media Player 	
Internet Connection	Broadband (cable or DSL) connection required	
Additional Software	You should be running <u>the most recent version of Java</u> .	
Antivirus	Students are responsible for installing an antivirus program to the computer that they are using. When you download or upload files, there is a possibility that the file may be infected; therefore, it can damage the data in your disk. There are free antivirus programs on the web.	

Quick Blackboard Compatibility Check	To check your computer for Blackboard compatibility, click the link below: http://lit.blackboard.com/webct/urw/lc5122001.tp0/browserchecker.dowe bct?checkType=manual&java=true&cookies=true&popups=true&jvmVersion=1.6.0_17&jvmVendor=Sun%20Microsystems%20Inc.&isJvmSupported=true
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Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator, Rebecca Cole, at (409) 880-1737 or visit her office located in the Cecil Beeson Building, Room 116B.

Course Schedule

Week	Topic	Reference
1	Introduction and policies HW: Purchase textbook and supplies.	
	Introduction to MS Office and Word Lesson 1-Creating a Document	UNIT I pp. xv-4 pp. 5-28
2	Lesson 1	
	Lesson 2-Selecting and Editing Text	pp. 30-60
3	Lesson 2	
	Lesson 3-Formatting Characters	pp. 62-91
4	Lesson 3	
	Lesson 4-Writing Tools	pp. 92-126
5	Lesson 4	
UNIT I EXAM		
6	Lesson 5-Formatting Paragraphs	UNIT II pp. 128-163
	Lesson 5	
7	Lesson 6- Tabs and Tabbed Columns	pp. 164-189
	Lesson 6	
8	Lesson 7- Move and Copy Text	pp. 190-218
	Lesson 7	
9	Lesson 8 - Find and Replace	pp. 220-250
UNIT II EXAM		
10	Lesson 8	
	Lesson 9- Margins and Print Options	pp. 252-285
11	Lesson 9	
	Lesson 10 - Page and Section Breaks	pp. 286-309
12	Lesson 10	
	Lesson 11 - Page Numbers, Headers, and Footers	UNIT III pp. 310-367
13	Lesson 11	

14	Lesson 12 – Styles and Themes	pp. 340-371
	Lesson 12	
15	Lesson 13 - Templates	pp. 372-400
	Lesson 13	
16	FINAL EXAM	
*There will be a quiz the day after each lesson is finished.		

Contact Information:

Days/Time: Online course (Blackboard)

Instructor: Lizzette Rivera

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Office hours: MWF 10:00-11:00, WM 12:30-2:30

TR 10:30-12:00