# POFI 2301
# Word Processing

**Credits:** 3 semester credit hours (2 hours lecture, 2 hours lab)
**Prerequisites:** POFI 2301, POFT 1329.

## Course Description

This course is about using word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.
**Course Level:** Intermediate.

## Course Objectives

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

1. Recognize the word processing terminology used in the office environment.
2. Identify commands such as print, save, open, delete, and rename documents.
3. Utilize MS Word 2013 for paragraph formatting, tabs, and advanced editing.
4. Utilize MS Word 2013 for page formatting.
5. Apply basic and advanced formatting skills and special functions to produce mailable business documents.
6. Practice effective human relations and communication as needed in a professional working environment.

## Course Outline

    I. Getting Started in Office 2013
    II. Using Windows 8
    III. Browsing the Internet Using Internet Explorer
    IV. Word 2013
        A. Editing and Formatting Documents
            1. Preparing Documents
                a. Opening MS Word
                b. Creating, saving, printing, and closing a document
                c. Opening a document
                d. Editing a document
                e. Selecting text
                f. Using the Undo and Redo buttons
                g. Checking the spelling and grammar in a document
                h. Using Help
            2. Formatting Characters and Paragraphs
                a. Changing fonts
                b. Applying style from style set
                c. Applying a theme
                d. Customizing style sets and themes

      e. Changing paragraph alignment
      f. Indenting text in paragraphs
      g. Spacing before and after paragraphs
      h. Repeating the last action
      i. Formatting with Format Painter
      j. Changing line spacing

3. Customizing Paragraphs
      a. Applying numbering and bullets
      b. Inserting paragraph border and shading
      c. Sorting text in paragraphs
      d. Manipulating tabs
      e. Cutting, copying, and pasting text
      f. Using the Clipboard

4. Formatting Pages
      a. Changing document views
      b. Navigating in a document
      c. Changing page setup
      d. Inserting predesigned page numbering
      e. Inserting predesigned headers and footers
      f. Formatting the page background
      g. Finding and replacing text and formatting

B. Enhancing and Customizing Documents
1. Applying Formatting and Inserting Objects
      a. Inserting a section break
      b. Creating columns
      c. Hyphenating words
      d. Creating a drop cap
      e. Inserting symbols and special characters
      f. Inserting the date and time
      g. Using the click and type feature
      h. Vertically aligning text
      i. Inserting an image
      j. Inserting and customizing and pull quote text box
      k. Drawing shapes
      l. Creating and modifying WordArt text
      m. Creating and inserting a screenshot

2. Maintaining and Referencing Documents
      a. Maintaining documents
      b. Working with windows
      c. Inserting a file
      d. Printing and previewing a document
      e. Creating and printing envelopes
      f. Creating and printing labels
      g. Creating a document using a template

3. Creating Tables and SmartArt Graphics
      a. Creating a table
      b. Changing the table design

2. Selecting cells
3. Changing table layout
4. Converting text to a table and a table to text
5. Drawing a table
6. Sorting text in a table
7. Performing calculations in a table
8. Creating SmartArt
4. Merging Documents

## Textbook and Materials (furnished by students)

- Rutkosky, Roggenkamp, & Rutkosky.  (2014). Microsoft Word 2013:  Benchmark Series, Text with data files CD, Levels 1.  St. Paul, MN:  Paradigm Publishing.  ISBN: 9780763853877 (**REQUIRED**, **NO DIGITAL BOOK**)
  - ✎ **Student Resources** CD:  Contains the data files required for completing projects and assignments.  Resource Center link
  - ✎ Book's website
    Price, downloads, study quizzes, web links, and tips:
    http://paradigm.emcp.com/benchmark-series-microsoft-word-2013-level-1.html
- MS Word 2013 (Trial Version:  http://office.microsoft.com/en-us/word/)
- **USB** device (**flash/pin drive**).  (The approximate cost is $5.  Buy one that you can hang on a keychain or necklace.)

## Grading System

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

## Grading Criteria
➔**Blackboard** platform will be used for quizzes, file submission, and communication

1) **Lab Work/Homework  – 30%**

   As a way to give you continuous feedback, daily work will be collected.  In each document evaluation, the following aspects will be considered:  use of correct format, following oral and written instructions, use of word processing functions, typing accurate documents, and submitting documents on the date and time requested.  Documents with more than **five** minor errors will be considered VOID; documents with **two** or more major errors will be VOID.  (A minor error can be a missing letter and a major error can be a missing paragraph.)  Incomplete documents will not be accepted.

2) **Examinations – 70%**
   **Blackboard** platform will be used for quizzes, tests, and uploading files.
   a.  Objective Quizzes – 30%
       A quiz will be administered at the end of each chapter.  To improve your chances to succeed in these quizzes, you should take regular notes, revise your practiced work, and read your textbook chapters as we go.  The objective quizzes will be taken on **Blackboard**® at the end of each chapter.

   b.  Performance Tests – 40%
       Two practical exams will be administered during the semester.  Exams may have several documents for applying the commands learned in the units.  Formatting must be applied perfectly.  Each document will have a value based on its complexity and length.

       Your score will be based on accuracy, proper use of word processing commands, document formatting, and proofreading in the printout and file.  All the documents submitted for grading must be completed.  Points will be deducted from the total to reflect overall quality.  Test files will be uploaded in Blackboard.

       ➔**Proofreading** is an important technique that you need to develop for all my courses.  It is expected that all your work be perfectly proofread.  Correct proofreading will be assessed as part of your test grade.  You need a **red** ink pen to proofread your documents.

## Course Requirements
   1.  The student must be able to read, listen, key, and write proficiently.
   2.  Purchase required textbook and materials for the class the first week of class.
   3.  **Regular** attendance is essential to pass this class.
   4.  Use **MS Word 2013** to do the classwork.
   5.  Utilize proper keyboarding techniques.
   6.  Do chapters and required work as requested by instructor.
   7.  Turn in work on time.  Late submissions are not accepted.
   8.  **BLACKBOARD**® will be used for information, file submission, quizzes, and/or assessment purposes.
   9.  Use of email.

10. **Attendance Policy**:  Two absences are allowed.  If a student is tardy for class or departs early three (3) times, it will be equal to one (1) absence.  Each absence beyond two absences will result in a 1 point deduction from your final grade for each extra absence.
11. If you wish to drop the course, the student is responsible for initiating and completing the drop process.  If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

NOTE:  A grade of "**C**" or better must be earned in this course for credit toward degree requirements (Office Technology students).

## 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 at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at http://www.lit.edu/depts/stuserv/special/defaults.aspx

## Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document

## Course Content

| Date | Topic | Assign. | *Evaluation* |
|---|---|---|---|
| Aug. 21 | Introduction to the course<br>Read syllabus, discuss class rules<br>Explain computer login procedure, use of PaperCut system, and Blackboard® | Purchase textbook and supplies.<br>Update information in Blackboard | |
| 24 | Getting Started<br>Windows 8 | Read pp. VIII, 1-48 | *Turn in printouts* |
| 26-28 | Browsing the Internet Using Internet Explorer 10 | | *Take Win 8 & IE quiz* |
| 31 | **MS Word 2013 Level I**<br>**Unit I:  Editing and Formatting Documents**<br>**Chapter 1:**  Preparing Documents<br>• Opening MS Word<br>• Creating, saving, printing, and closing a documents<br>• Opening a document<br>• Saving a document with Save As | Read pp. 1-34 | |

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|---|---|---|---|
|  | • Closing Word |  |  |
| Sept. 2 | • Editing a document<br>• Selecting text<br>• Using the Undo and Redo buttons |  |  |
| 4 | • Checking the Spelling and Grammar in a document<br>• Using Help |  |  |
| 7 | **No class – Labor Day Holiday (campus closed)** |  |  |
| 9 | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study |  | *Take quiz in Blackboard.* |
| 11 | **Chapter 2: Formatting Characters and Paragraphs**<br>• Changing fonts<br>• Applying Styles | Read pp. 35-70 |  |
| 14 | • Applying a theme<br>• Customizing style sets and themes<br>• Changing paragraph alignment |  |  |
| 16 | • Indenting text in paragraphs<br>• Spacing before and after paragraphs |  |  |
| 18 | • Repeating the last action<br>• Formatting with Format Painter<br>• Changing line spacing<br>• Revealing and comparing formatting |  |  |
| 21 | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study |  | *Take quiz in Blackboard* |
| 23 | **Chapter 3: Customizing Paragraphs**<br>• Applying numbering and bullets<br>• Inserting paragraph borders and shading<br>• Sorting text in paragraphs | Read pp. 71-102 |  |
| 25 | • Manipulating tabs<br>• Cutting, copying, and pasting text |  |  |
| 28 | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study |  | *Take quiz in Blackboard* |
| 30 | **Chapter 4: Formatting Pages**<br>• Changing the view<br>• Navigating using the navigational pane<br>• Changing page setup | Read pp. 103-135 |  |
| Oct. 2 | • Inserting predesigned page numbering<br>• Inserting predesigned headers and footers |  |  |
| 5 | • Formatting the page background Finding and replacing text and formatting |  |  |
| 7 | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study |  | *Take quiz in Blackboard.* |

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| **9** | *UNIT I PERFOMANCE ASSESSMENT* *(Chapters 1-4)* | | |
| **12** | **Chapter 5: Applying Formatting and Inserting Objects**<br>• Inserting a section break<br>• Creating columns<br>• Hyphenation words | Read pp. 151-196 | |
| **14** | • Creating a drop cap<br>• Inserting symbols and special characters<br>• Inserting the date and time<br>• Using the click and type feature | | |
| **16** | • Vertically aligning text<br>• Inserting an image<br>• Inserting and customizing a pull quote text box<br>• Drawing shapes | | |
| **19** | • Creating and modifying WordArt<br>• Creating and inserting a screen shot | | |
| **21** | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study<br>*Oct. 29 → Last day to drop or withdraw with academic penalty.* | | ***Take quiz in Blackboard.*** |
| **23** | **Chapter 6: Maintaining Documents**<br>• Maintaining documents<br>• Working with windows<br>• Inserting a file<br>• Printing and previewing a document | Read pp. 197-238 | |
| **26** | • Creating and printing envelopes<br>• Creating and printing labels | | |
| **28** | • Creating a document using a template | | |
| **30** | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study | | ***Take quiz in Blackboard.*** |
| **Nov. 2** | **Chapter 7: Creating Tables and SmartArt**<br>• Creating a table<br>• Changing the table design<br>• Selecting cells<br>• Changing table layout | Read pp. 239-288 | |
| **4** | • Converting text to a table and table to text<br>• Drawing a table<br>• Sorting text in a table<br>• Performing calculations in a table | | |
| **6** | • Creating SmartArt | | |
| **9** | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study | | ***Take quiz in Blackboard.*** |
| **11** | **Chapter 8: Merging Documents (if time permits)**<br>• Completing a merge | Read pp. 289-336 | |

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|---|---|---|---|
| | • Creating a data source file<br>• Creating a main document<br>• Merging | | |
| **13** | • Merging envelopes<br>• Editing a data source file<br>• Inputting text during a merge<br>• Merging using the Mail Merge Wizard | | *Take quiz in Blackboard.* |
| **16** | | | |
| **18** | • Chapter Summary, Commands Review, Concepts Check, Skills Check, Visual Benchmark, Case Study | | |
| **20** | Catch up | | |
| **23** | Catch up | | |
| **25** | Review | | |
| **30** | Review | | |
| **Dec. 2-4** | Review | | |
| **7** | **FINAL EXAM**<br>*UNIT II PERFOMANCE ASSESSMENT*<br>*(Chapters 5-8)*<br>**Monday, December 7, 2015**<br>**10:00-11:30 a.m. in TC 204** | | |

## Contact Information:

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                 TR 8:30-9:30, 12:45-2:00 p.m.