COURSE SYLLABUS

COURSE TITLE: POFI 2301-151 Word Processing—Online

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SEMESTER/YEAR: **Fall 2019, August 26- December 10, 2019**

INSTRUCTOR: Patricia Dennis

OFFICE & PHONE: Lubbock Center – Room 120F, 806-716-4638

E-MAIL ADDRESS: pdennis@southplainscollege.edu

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ROOM
1–4 PM	By Appointment	1-4 PM	By Appointment	10 AM-12 PM Other Times by Appointment	Lubbock Center Room 120F

COURSE DESCRIPTION:

This course involves in-depth coverage of Microsoft Word 2019 focusing on business applications. You will create, save, retrieve, edit and print a variety of documents. This skill will be valuable to you throughout your lifetime because using a word processor is a key component of many jobs—and an important skill to use in your everyday life!

COURSE GOAL: To help students obtain a degree of proficiency using word processing software.

LEARNING OUTCOMES (C1, C5, C6, C7, C8, C18, C19, C20)

The student will be able to: See next page.

Introduction to Office Features 2019

Chapter	Skill	Objective
Microsoft Office and Windows 10 File Management		
Project 1A: Chef Notes	Objective 1	Explore Microsoft Office
	Objective 2	Create a Folder for File Storage
	Objective 3	Download and Extract Zipped Files, Enter and Edit Text in an Office Application, and Use Editor to Check Documents
	Objective 4	Perform Office Commands and Apply Office Formatting
	Objective 5	Finalize an Office Document
	Objective 6	Use the Office Help Features
Project 1B: Hotel Files	Objective 7	Explore Windows 10
	Objective 8	Prepare to Work with Folders and Files
	Objective 9	Use File Explorer to Extract Zipped Files and to Display Locations, Folders, and Files
	Objective 10	Start Programs and Open Data Files
	Objective 11	Create, Rename, and Copy Files and Folders

Microsoft Word 2019

Chapter	Skill	Objective
Chapter 1: Creating Documents with Microsoft Word		
Project 1A: Flyer	Objective 1	Create a New Document and Insert Text
	Objective 2	Insert and Format Graphics
	Objective 3	Insert and Modify Text Boxes and Shapes
	Objective 4	Preview and Print a Document
	Google	Create a Flyer Using Google Docs
Project 1B: Information Handout	Objective 5	Change Document and Paragraph Layout
	Objective 6	Create and Modify Lists
	Objective 7	Set and Modify Tab Stops
	Objective 8	Insert and Format a SmartArt Graphic and an Icon
	Google	Create an Information Handout
Chapter 2: Creating Cover Letters and Using Tables to Create Resumes		
Project 2A: Resume	Objective 1	Create a Table for a Resume
	Objective 2	Format a Table
	Objective 3	Present a Word Document Online
	Google	Edit a Resume in Google Docs
Project 2B: Cover Letter and Envelope	Objective 4	Create a Letterhead for a Cover Letter
	Objective 5	Create a Cover Letter and Correct and Reorganize Text
	Objective 6	Use the Word Editor to Check Your Document
	Objective 7	Print an Envelope, Change a Style Set, Create a Word Template, and Use Learning Tools
	Google	Create a Table in Google Docs
Chapter 3: Creating Research Papers, Newsletters, and Merged Mailing Labels		
Project 3A: Research	Objective 1	Create a Research Paper

Paper	Objective 2	Insert Footnotes in a Research Paper
	Objective 3	Create Citations and a Bibliography in a Research Paper
	Objective 4	Use Read Mode, PDF Reflow, and Save Documents in Alternative File Formats
	Google	Use the Research Bar in Google Docs
Project 3B: Newsletter with Optional Mailing Labels	Objective 5	Format a Multiple-Column Newsletter
	Objective 6	Use Special Character and Paragraph Formatting
	Objective 7	Create Mailing Labels Using Mail Merge
	Google	Format a Newsletter in Google Docs

Chapter 4: Using Styles and Creating Multilevel Lists and Charts

Project 4A: Customer Handout	Objective 1	Apply and Modify Styles
	Objective 2	Create New Styles
	Objective 3	Manage Styles
	Objective 4	Create a Multilevel List
Project 4B: Planning Memo with a Chart	Objective 5	Change the Style Set of a Document and Apply a Template
	Objective 6	Insert a Chart and Enter Data into a Chart
	Objective 7	Change a Chart Type
	Objective 8	Format a Chart

Chapter 5: Using Advanced Table Features and Advanced Editing Tools

Project 5A: Product Summary	Objective 1	Create and Apply a Custom Table Style
	Objective 2	Format Cells in a Word Table
	Objective 3	Use Advanced Table Features
	Objective 4	Modify Table Properties
Project 5B: FAQ List	Objective 5	Manage Document Versions
	Objective 6	Collect and Paste Images and Text
	Objective 7	Translate Text and Insert Equations
	Objective 8	Use Advanced Find and Replace Options

Chapter 6: Building Documents from Reusable Content and Revising Documents Using Markup Tools

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Project 6A: Newsletter with Reusable Content and Custom Theme	Objective 1	Create Custom Building Blocks
	Objective 2	Create and Save a Theme Template
	Objective 3	Create a Document by Using Building Blocks
Project 6B: Events Schedule with Tracked Changes	Objective 4	Use Comments in a Document
	Objective 5	Track Changes in a Document
	Objective 6	View Side by Side, Compare, and Combine Documents

GENERAL INFORMATION

Required Text and other Materials

1. *GO! with Microsoft Word 2019 Comprehensive* textbook with **MyITLab access code** by Gaskin & Vargas. This package is available at the Reese Bookstore.

   ISBN-9780135768945

2. Flash Drive on which to save your files.
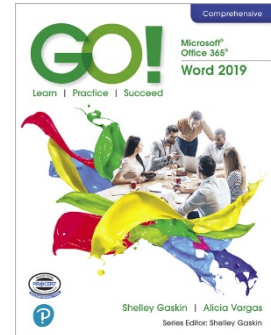
IMPORTANT NOTE ABOUT OBTAINING YOUR MATERIALS: IF YOU OBTAIN COURSE MATERIALS FROM A SOURCE OTHER THAN THE SPC BOOKSTORES, WE WILL NOT BE ABLE TO ASSIST YOU IF THE MATERIALS ARE NOT APPROPRIATE FOR THE COURSE. Courses in technology-related fields commonly require access codes for technology-based learning and assessment systems such MyITLab. ISNBs for textbooks about and that include technology are regularly updated for relevance by the book publisher; ISBNs you find at non-instructor approved sources may not be the ISBN required by your instructor. Thus, we can only guarantee that new materials obtained according to the information in this document—and obtained just prior to the beginning of the term—will work for the course.

Computer Requirements

Course Software Information	You will use three different software programs in this course:
	1. **MyITLab** from the textbook publisher Pearson
	2. **Microsoft Word 2019 for PCs**
	3. **Blackboard** the LMS (Learning Management System) used by South Plains College

It is the responsibility of the student to make sure that he/she has the necessary computer resources, skills, and prerequisite to take this class. You MUST use Microsoft Office 2019/365 since all work is based on this software. Although we primarily use Word 2019, a few assignments utilize Excel and Access.

In order to access the course, a Web browser is necessary. **Chrome** is strongly recommended. **You will need to allow pop-ups for the MyITLab site.**

Block or allow pop-ups in Chrome

By default, Google Chrome prevents pop-ups from automatically appearing and cluttering your screen. You can turn the pop-up blocker on or off. When it's on and a pop-up is blocked, the address bar will show a pop-up blocker icon .

Turn pop-ups on or off

To block or allow pop-ups on your mobile device:

1. Open the Chrome menu ⋮ .
2. Touch **Settings**.
3. Touch **Site settings**.
4. Touch **Pop-ups** and then turn them on or off.

To block or allow pop-ups on your computer:

1. In the top-right corner of Chrome, click the Chrome menu ≡.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Under "Privacy," click the **Content settings** button.
5. Under "Pop-ups," select **Do not allow any site to show pop-ups (recommended)** or **Allow all sites to show pop-ups**.

Unable to stop unwanted pop-ups?: If the directions above do not work, there may be an unwanted program installed on your computer causing pop-ups. Learn how to get rid of unwanted programs.
Using a Chrome device at work or school? Your network administrator might configure the pop-up blocker for you, in which case you can't change this setting yourself. Learn about using a managed Chrome device

Block or allow pop-ups for a specific site

To manually allow pop-ups from a site:

1. At the end of the address bar, click the pop-up blocker icon .
2. Click the link for the pop-up window you'd like to see.
3. To always see pop-ups for the site, select "Always show pop-ups from [site]." The site will be added to the exceptions list, which you can manage in the Content Settings dialog.

To always allow pop-ups from a particular site:

1. In the top-right corner of Chrome, click the Chrome menu ≡.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Under "Privacy," click the **Content settings** button.
5. Under "Pop-ups," click **Manage exceptions**.

Internet Explorer (IE) should not be used.

You will have to enable JavaScript in your browser to be able to utilize all the functionality available in Blackboard. If you are not sure how to enable JavaScript, please click on "Check Browser" on the Blackboard page.

Note: All SPC campuses have computer labs which may be used by students who are enrolled in this class.

Internet Access

The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. To test for the ability to browse the Web, a computer must be able to visit these sites:

http://www.southplainscollege.edu
https://southplainscollege.blackboard.com
www.myitlab.com

Anti-virus Software: Please make sure that your computer has an up-to-date anti-virus software program installed.

NOTE: If you do not have the appropriate software, you may download it from Microsoft at https://products.office.com/en-us/student/office-in-education

Course Structure

This course is an online course, which means that you will access course information and respond to me through the use of the Internet. Blackboard and Pearson's **MyITLab** are used to deliver and manage this course. Please take a moment to read over the information at the Blackboard site before you get started. If the online environment is new to you or if you have problems of any nature, please do not let yourself become overwhelmed or spend hours of your time trying to figure out how to access something. You have many sources available to you for help. You can contact me by e-mail, telephone, or come by my office.

Attendance Policy

Even though this is an online class, students still have to access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. You will need to check your SPC e-mail or forward it to another e-mail of your choice. You can do this by clicking the following link: https://myspc.southplainscollege.edu/ICS/Students/Information_Technology/Email.jnz

Minimum log in for the course is at least three (3) days per week. However, I recommend checking in once a day if possible for announcements. I can see how many times you log in!

You may work on this class 24/7. That's the advantage of an online class.

Withdrawal Policy

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never

attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the 1st drop date for the semester. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X"). **The last day to drop a class is November 14, 2019. However, always discuss this with your instructor before dropping.**

Academic Integrity – Read Carefully!

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. **This means all work you complete for this class is identified by the MyITLab access code.** Work copied from another student will be flagged and both students will receive zeroes for their work. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

Student Conduct

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. A high standard of conduct is expected of all students. Student should refer to the SPC General Catalog policy regarding student conduct.

Grading Policy

Simulations—3 attempts—best overall grade	**10%**
Simulations Tests—3 attempts—best overall grade	**10%**
Grader Projects—3 attempts—best overall grade	**50%**
End of Chapter Exams—3 attempts—best overall grade	**10%**
GMetrix	**10%**
Capstone Project—3 submissions accepted for each project--one given after Chapters 1-3 and one after 4-6 which counts as the final	**10%**

You must complete the problems in the order they are presented. The assignments are in sequential modules. You must make at least a 70 on each assignment or attempt it three times before the next assignment will open. However, if you make an 80 on the first attempt, you still have two more attempts to make a better grade. I would strive for at least a 90 on each assignment. Remember, you want to master the material, not just get through it.
Final grades will be based on the following grading scale:

90-100=A, 80-89=B, 70-79=C, 60-69=D, Below 60=F

Your grades will be found in the MyITLab grade book.

Assignment Policy

Assignments will be shown in MyITLab. **Problems that are not turned in will be assigned a grade of 0**. **All deadlines will be on Sunday night at 11:59 PM.** I do not accept late work after this deadline.

Communication with instructor

1. Log in at least **three (3)** times a week (minimum). I recommend daily logins.
2. Check for announcements/mail in Blackboard—this is your responsibility. If you don't check in frequently, you may miss important information regarding your schedule, work, or grades.
3. **Start work early in each week. Don't wait until the due date to start your work. When you do, something always happens like an illness or an unexpected problem. Remember, no time extensions can be given.**
4. Communication with your instructor can be by phone (806-716-4638), by messaging through the Blackboard tools menu, or by SPC e-mail (**pdennis@southplainscollege.edu**). **Always identify yourself with your full name as well as the course name and number in the subject line when contacting me. I have many students!**
5. You will need to check your SPC e-mail or forward it to another e-mail of your choice. You can do this by clicking the following link: **https://myspc.southplainscollege.edu/ICS/Students/Information_Technology/Email.jnz**

POFI 2301- 151 – Word Processing (Online) Outline and Assignment Sheet for Fall 2019

16 Semester Weeks	Specific Assignment Instructions are posted with each assignment in MyITLab.
Weeks 1 & 2—Deadline, Sunday, 9/8/19, 11:59 PM	Obtain the textbook and access code. Complete assignment posted in MyITLab— Microsoft *Office and Windows 10*
Weeks 3 & 4—Deadline, Sunday, 9/22/19, 11:59 PM	*Word Chapter 1 Creating Documents with Microsoft Word*
Weeks 5 & 6—Deadline, Sunday, 10/6/19, 11:59 PM	*Word Chapter 2 Creating Cover Letters and Using Tales to Create Resumess*
Weeks 7 & 8—Deadline, Sunday, 10/20/19, 11:59 PM	*Word Chapter 3 Creating Research Papers, Newsletters, and Merged Mailing Labels* **Capstone 1**
Weeks 9 & 10—Deadline, Sunday, 11/3/19, 11:59 PM	*Word Chapter 4 Using Styles and Creating Multilevel Lists and Charts*
Weeks 11 & 12—Deadline, Sunday, 11/17/19, 11:59 PM	*Word Chapter 5 Using Advanced Table Features and Advaned Editing Tools*
Weeks 13 & 14—Deadline, Sunday, 12/1/19, 11:59 PM	*Word Chapter 6 Building Documents from Reusable Content and Revising Documents Using Markup Tools*
Week 15—Deadline, Sunday, 12/8/19, 11:59 PM	*MOS Review—G-Metrix*
Week 16—Deadline, Sunday, 12/9/19, 11:59 PM	*Capstone 2 (Final)*

NOTE: This calendar may be adjusted by the instructor throughout the semester.

MyITLab

Answers to Your Frequently Asked Questions About Using *MyITLab*

What is MyITLab?

The abbreviation *IT* (pronounced EYE-TEE) is commonly used in organizations to mean *Information Technology*. The IT Department is typically charged with managing all of the computer hardware and software in an organization.

MyITLab (pronounced MY-EYE-TEE-LAB) is a web-based program where you can practice Microsoft Office applications, access exercises related to important computer concepts, and take tests that your instructor will assign. It is your online lab for learning about IT—Information Technology.

How do I get an access code for MyITLab?

The textbook package described on Page 1 of this document includes an access code for MyITLab. You cannot share the code with another student. A code is good for one year after activation.

Will I need to enter my access code each time I log into MyITLab?

After you have logged into MyITLab the first time, you will not need the access code again. However, it is a good idea to write down the date first used on the cardboard package that contains the code and keep it in a safe place.

If I purchase several books with access codes, what should I do with the extra codes?

You can keep extra codes to use in the future. An un-activated code is good for at least one year from the date of first activation.

If I acquire a textbook and have no access code, how can I get one?

You can purchase a standalone MyITLab access code in the SPC Bookstore or directly from Pearson from the www.myitlab.com site. Do not purchase a code from another student or an online source other than Pearson, because you have no way to know if the code has already been used.

How do I access MyITLab from the Internet?

To access MyITLab, go to Blackboard and click on the MyITLab link on the menu; then sign in with your access code.

Am I required to purchase a textbook with an access code?

Per the College Catalog, students are required to buy textbooks for their courses and this textbook includes an access code that is not sharable with other students. The textbook available in the SPC Bookstore includes an access code.

The MyITLab support hotline number is 1-844-292-7016.

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. **Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for all students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.**

2. **Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.**

3. **Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.**

AMERICANS WITH DISABILITIES ACT STATEMENT

SPC Standard Disability Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, Lubbock Center 806-716-4675 or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple

experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

EMERGENCY INFORMATION

In case of emergency, contact the following numbers but DO NOT leave a voice mail message
894-9611, ext. 2338 - Levelland Campus
806-716-4677 – Lubbock Center
885-3048, ext. 2923 - Reese Center (mobile 893-5705)

FIRST ASSIGNMENT--Must be done before submitting any work.

After **thoroughly** reading the syllabus, send an external e-mail to me with the answers to the following questions:

1. When are weekly assignments due each week?
2. What is the last day to drop a class?
3. What percentage do Chapter exams count?
4. Where will you find all of your grades?
5. How often should you log in to BB for announcements?
6. What do you have to do if you don't have the correct software?
7. Which browser (Chrome, Internet Explorer, or Firefox) should be used for this course?
8. When should you start your work each week?
9. Tell me when you plan to do your work each week. It is very important to be organized and have a set time for your WP class.
10. How many times can you take a chapter exam before the deadline?
11. Explain what a sequential module is. How does it work?
12. What information should you include in every e-mail that you send to me?

NOTE: To send the answers to these questions, you should click on the External E-Mail link on the blue menu on the course home page in BB.

Remember, if you have questions, you can call me at 716-4638 or e-mail me at pdennis@southplainscollege.edu.