

# COURSE SYLLABUS

**COURSE TITLE:** POFI 2301-001 - Word Processing

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**SEMESTER/YEAR:** Spring 2016, January 19, 2015—May 10 2015  
Tuesday & Thursday, 9:30-10:45 AM, TC Room 103  
**Final – Will be announced**

**INSTRUCTOR:** Krisha Hoelscher

**OFFICE & PHONE:** TC - Room 104, (806) 716-2244

**E-MAIL ADDRESS:** [khoelscher@southplainscollege.edu](mailto:khoelscher@southplainscollege.edu)

**OFFICE HOURS:**

Time	Mon/Wed	Tue/Thurs	Friday
8:00 - 9:15	ACNT 1329 Payroll Tax Accounting TC 103		<b>OFFICE</b> 8:30-11:30
9:30 - 10:45	<b>OFFICE</b> 9:30-11:00	POFT 1325 Business Math TC 103	
11:00 - 12:15		ACNT 1304 Intro to Accounting II TC 103	
1:00 - 2:15	ACNT 1311 Intro to Computerized Accounting TC 103	POFI 2301/POFI 2340- Beginning/Advanced Microsoft Word 2013 TC 103	
2:30 - 4:00		<b>OFFICE</b> 2:30-4:00	

**COURSE DESCRIPTION:**

This course involves in-depth coverage of Microsoft Word 2013 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!

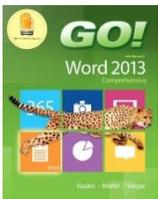
**COURSE SCHEDULE:**

<b>Week 1</b> (1/19-1/21)	<b>Introduction</b> Microsoft Office 2013	
<b>Week 2</b> (1/25-1/28)	Chapter 1 Creating Documents with Microsoft Word 2013	Matching Multiple Choice Project 1A Project 1B Additional Selected Projects from 1C-1O
<b>Week 3</b> (2/1-2/4)	Chapter 2 Using Tables and Templates to Create Resumes and Cover Letters	Matching Multiple Choice Project 2A Project 2B Additional Selected Projects from 2C-2O
<b>Week 4</b> (2/8-2/11)	Chapter 3 Creating Research Papers, Newsletters, and Merged Mailing Labels	Matching Multiple Choice Project 3A Project 3B Additional Selected Projects from 3C-3O
<b>Week 5</b> (2/15-2/18)	Chapter 4 Using Styles and Creating Multilevel Lists and Charts	Matching Multiple Choice Project 4A Project 4B Additional Selected Projects from 4C-4N
<b>Week 6</b> (2/22-2/26)	Chapter 5 Using Advanced Table Features	Matching Multiple Choice Project 5A Project 5B Additional Selected Projects from 5C-5N
<b>Week 7</b> (2/29-3/3)	Chapter 6 Building Documents from Reusable Content and Using Markup Tools	Matching Multiple Choice Project 6A Project 6B Additional Selected Projects from 6C-6N
<b>Week 8</b> (3/7-3/10)	Chapter 7 Creating Web Content and Using Advanced Editing Tools	Matching Multiple Choice Project 7A Project 7B Additional Selected Projects from 7C-7N
<b>Week 9</b> (3/21-3/25)	Chapter 8 Creating Mass Mailings	Matching Multiple Choice Project 8A Project 8B Additional Selected Projects from 8C-8N
<b>Week 10</b> (3/28-3/31)	Chapter 9 Creating Standardized Forms and Managing Documents	Matching Multiple Choice Project 9A Project 9B Additional Selected Projects from 9C-9N

<b>Week 11</b> (4/4-4/7)	Chapter 10 Working with Long Documents	Matching Multiple Choice Project 10A Project 10B Additional Selected Projects from 10C-10N
<b>Week 12</b> (4/11-4/14)	Chapter 11 Embedding and Linking Objects and Using Macros	Matching Multiple Choice Project 11A Project 11B Additional Selected Projects from 11C-11N
<b>Week 13</b> (4/18-4/22)	Chapter 11 Embedding and Linking Objects and Using Macros	Additional Selected Projects from 11C-11N
<b>Week 14</b> (4/25-4/28)	Chapter 12 Integrating Word with PowerPoint and Modifying the Document Layout	Matching Multiple Choice Project 12A Project 12B Additional Selected Projects from 12C-12N
<b>Week 15</b> (5/2-5/5)	Chapter 12 Integrating Word with PowerPoint and Modifying Document Components	Additional Selected Projects from 12C-12N
<b>Week 16</b> (5/9-5/13)	Final Exam Week	Final Exam

## GENERAL INFORMATION

### Required Text and other materials



1. *GO! with Microsoft Word 2013 Comprehensive* textbook with **MyITLab access code** by Gaskin, Martin, & Vargas.
2. ISBN – 9780133824308. This package is available at the Reese & Levelland Bookstores.
3. 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 as MyITLab. ISBNs 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

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### Course Software Information

You will use three different software programs in this course:

1. **MyITLab** from the textbook publisher Pearson 
2. **Microsoft Word 2013 for PCs** 
3. **Blackboard** the LMS (Learning Management System) used by South Plains College 

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**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 2013/365 since all work is based on this software.** Although we primarily use Word 2013, 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](http://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 purchase it through the SPC Bookstore or from Microsoft at <https://products.office.com/en-us/student/office-in-education>.**

## GENERAL INFORMATION

Smoking is not allowed in any SPC facility. **Food or drinks** will be allowed in designated areas only and not permitted in classrooms, laboratories, library, shops, elevators, etc. **No cell phones are allowed in the classroom since they disrupt the learning environment.** Your cooperation is certainly appreciated and will benefit the overall learning environment.

## Course Structure

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

Students are expected to attend all class meetings. You must be in class to do well. After **four consecutive** absences, a student will be dropped from this class. After the **4<sup>th</sup> nonconsecutive** absence, a student will also be asked to withdraw. Two tardies equal an absence. Students with perfect attendance will have **two** points added to their final class average. Remember, you can work on this class 24/7.

## Withdrawal Policy

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 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 for students to drop the course is April 28.** However, always talk to 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

<b>Book Projects—1 submission accepted</b>	<b>10%</b>
<b>Simulations—5 attempts—best overall grade</b>	<b>10%</b>
<b>Simulations Test—3 attempts—best overall grade</b>	<b>10%</b>
<b>Grader Projects—3 attempts—best overall grade</b>	<b>40%</b>
<b>End of Chapter Exams—2 attempts—higher grade</b>	<b>10%</b>
<b>Capstone Projects—2 submissions accepted for each project--one given after Chapters 1-3 and one after Chapters 4-6</b>	<b>20%</b>

Make sure you complete the problems in the order they are presented. It is especially important to finish the book projects and simulations before you attempt the grader and capstone projects.

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 (806-716-2245), by messaging through the Blackboard tools menu, or by SPC e-mail ([khoelscher@southplainscollege.edu](mailto:khoelscher@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!**

## POFI 2301-271 – Word Processing Outline and Assignment Sheet for Spring 2016

<b>16 Semester Weeks</b>	<b>Specific Assignment Instructions are posted with each assignment in MyITLab.</b>
<b>Weeks 1 &amp; 2—Deadline, Sunday, 1/31/16, 11:59 PM</b>	Obtain the textbook and access code. Complete assignment posted in MyITLab—Introduction to Microsoft <i>Office 2013 Features</i>
<b>Weeks 3 &amp; 4—Deadline, Sunday, 2/14/16, 11:59 PM</b>	<i>Word Chapter 1 Creating Document with Microsoft Word</i>
<b>Weeks 5 &amp; 6—Deadline, Sunday, 2/28/16, 11:59 PM</b>	<i>Word Chapter 2 Using Tables and Templates to Create Resumes and Cover Letters</i>
<b>Weeks 7 &amp; 8—Deadline, Sunday, 3/13/16, 11:59 PM</b>	<i>Word Chapter 3 Creating Research Papers, Newsletters, and Merged Mailing Labels</i>
<b>Week 9—Deadline, Sunday, 3/20/16, 11:59 PM</b>	<i>Capstone 1</i>
<b>Weeks 10 &amp; 11—Deadline, Sunday, 4/3/16, 11:59 PM</b>	<i>Word Chapter 4 Using Styles and Creating Multilevel Lists and Charts</i>
<b>Weeks 12 &amp; 13—Deadline, Sunday, 4/17/16, 11:59 PM</b>	<i>Word Chapter 5 Using Advanced Table Features</i>
<b>Weeks 14 &amp; 15—Deadline, Sunday, 5/1/16, 11:59 PM</b>	<i>Word Chapter 6 Building Documents from Reusable Content and Using Markup Tools</i>
<b>Weeks 16—Deadline, Sunday, 5/10/16, 11:59 pm</b>	<i>Capstone 2 (Final) &amp; MOS Review</i>

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



## **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](http://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.**

## SOUTH PLAINS COLLEGE, TECHNICAL DIVISION

### SCANS Competencies

**RESOURCES:** Identifies, organizes, plans, and allocates resources.

- C1 **Time:** Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C2 **Money:** Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- C3 **Materials and Facilities:** Acquires, stores, allocates, and uses materials or space efficiently.
- C4 **Human Resources:** Assesses skills and distributes work accordingly, evaluates performance and provides feedback.

**INFORMATION:** Acquires and uses information.

- C5 Acquires and evaluates information.
- C6 Organizes and maintains information.
- C7 Interprets and communicates information.
- C8 Uses computers to process information.

**INTERPERSONAL:** Works with others.

- C9 Participates as members of a team; contributes to group effort.
- C10 Teaches others new skills.
- C11 **Serves clients/customers:** Works to satisfy customer's expectations.
- C12 **Exercises Leadership:** Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C13 **Negotiates:** Works toward agreements involving exchanges of resources, resolves divergent interests.
- C14 **Works with Diversity:** Works well with men and women from diverse backgrounds.

**SYSTEMS:** Understands complex interrelationships.

- C15 **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively with them.
- C16 **Monitors and Corrects Performance:** Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C17 **Improves or Designs Systems:** Suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY:** Works with a variety of technologies.

- C18 **Selects technology:** Chooses procedures, tools or equipment including computers and related technologies.
- C19 **Applies technology to task:** Understands overall intent and procedure for set-up and operation of equipment.
- C20 **Maintains and troubleshoots equipment:** Prevents, identifies, or solves problems with equipment, including computers and other technologies.

**SOUTH PLAINS COLLEGE, TECHNICAL DIVISION**  
**SCANS Foundation Skills**

**BASIC SKILLS:** Reads, writes, performs arithmetic and mathematical operations, listens and speaks.

- F1 **Reading:** locates, understands, and interprets written information in prose such as documents, manuals, graphs, and schedules.
- F2 **Writing:** communicates thoughts, ideas, information, and messages in written form; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F3 **Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F4 **Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F5 **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
- F6 **Speaking:** organizes ideas and communicates orally.

**THINKING SKILLS:** Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F7 **Creative Thinking:** Generates new ideas.
- F8 **Decision Making:** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F9 **Problem Solving:** Recognizes problems and devises and implements plan of action.
- F10 **Seeing Things in Mind's Eye:** Organizes and processes symbols, pictures, graphs, objects, and other information.
- F11 **Knowing How to Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F12 **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

**PERSONAL QUALITIES:** Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

- F13 **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.
- F14 **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.
- F15 **Sociability:** demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F16 **Self-Management:** Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F17 **Integrity/Honesty:** Chooses ethical courses of action.

## 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

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, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### 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.

## 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 - ATC**

**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?

**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](mailto:pdennis@southplainscollege.edu).**