

# COURSE SYLLABUS

**COURSE TITLE:** POFI 2340-001 – Advanced Word Processing

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**INSTRUCTOR:** Krisha Hoelscher

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

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

**OFFICE HOURS:** Mon: 1:00-3:30 p.m.; Tues: 11:00 a.m. -12:00 p.m.; Wed: 8:30-9:15 a.m.; Thur: 11:00 a.m.-12:00 p.m.; Fri: 8:30-11:30 a.m. and by appointment

## COURSE DESCRIPTION:

This course involves in-depth coverage of Microsoft Word 2016 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!

## GENERAL INFORMATION

### Required Text and other materials



1. *Benchmark Series: Microsoft Word 2016 Levels 2 & 3* textbook with **SNAP access code** by Rutkosky, Roggenkamp, and Rutkosky. Will include textbook, e-text, and SNAP access code for two years.
2. ISBN: 978763879006 (This is the ISBN for the Level 3 book. If you completed POFI 2301 with me as the instructor, then you should already have the SNAP code and Level 2 book.)
3. Publisher: Paradigm Education Solutions

## Computer Requirements

### Course Software Information

You will use three different software programs in this course:

1. **SNAP** (from the textbook publisher, will be accessed through Blackboard.)
2. **Microsoft Word for PCs**
3. **Blackboard** the LMS (Learning Management System) used by South Plains College

## 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 Paradigm Publishing's SNAP software 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 November 16, 2017.** 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 SNAP 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>Training Exercises – unlimited attempts; lowest score will be dropped</b>	<b>10%</b>
<b>Assessment Exercises – 3 attempts; lowest score will be dropped</b>	<b>30%</b>
<b>Unit Exams and Unit Projects – 2 attempts</b>	<b>40%</b>
<b>Projects, Concepts Exams, and Skills Checks – 3 attempts</b>	<b>20%</b>
<b>TOTAL</b>	<b>100%</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

## Assignment Policy

Assignments will be shown in Blackboard. **Assignments that are not submitted will be assigned a grade of 0. All deadlines are listed in the course schedule on Blackboard and in the Course Calendar in SNAP. I do not accept work after the deadline.**

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

## 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) & 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

## 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 (806-716-2244), 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!**