

COURSE SYLLABUS

COURSE TITLE: POFI 2301- Word Processing

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INSTRUCTOR: Krisha Hoelscher

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

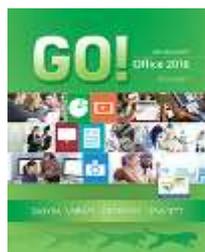
E-MAIL ADDRESS: khoelscher@southplainscollege.edu

OFFICE HOURS: **M:** 1:30-3:00' **T:** 11:00-12:00; **W:** 8:30-9:00 and 1:30-2:30 p.m.; **TH:** 11:00-12:00.; **F:** 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. *GO! With Microsoft Word 2016 Comprehensive* textbook with **MyITLab access code** by Gaskin, Martin, & Vargas. For this course, the textbook is not required, just the access code.
2. Course code will be provided by instructor.
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

Course Software Information

You will use three different software programs in this course:

1. **MyITLab** from the textbook publisher Pearson
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 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. Since this is a hybrid course, after **two consecutive** absences, a student may be dropped from this class. After the **third nonconsecutive** absence, a student may be asked to withdraw. 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 15.** 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

Simulations—5 attempts—best overall grade	20%
Simulations Test—3 attempts—best overall grade	20%
Grader Projects—2 submissions accepted for each project.	30%
Capstone Projects – 2 submissions accepted for each project	30%
TOTAL	100%

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 MyITLab. **Problems that are not turned in will be assigned a grade of 0. All deadlines are listed in the course schedule on Blackboard and in the Course Calendar in MyITLab.** I do not accept late work after this deadline.

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

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). **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!**

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.

Disabilities 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.

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. Phone number 806-716-2360.

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.