El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   <u>**Business Management**</u>

COURSE RUBRIC AND NUMBER   <u>**POFI 2301**</u>

COURSE TITTLE   <u>**Word Processing**</u>

COURSE CREDIT HOURS   <u>**3**</u>   <u>**3**</u>   :   <u>**1**</u>
                                  Credits   Lec   Lab

I.   Catalog Description

Provides instruction in word processing software focusing on business applications. Covers formatting a document, working with templates, mail merge, tables, and pictures. This course is designed to be repeated multiple times to improve student proficiency. This is a Microsoft Official Academic Course (MOAC) program that prepares students to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, an exam must be taken from a third-party testing company. **Prerequisite: POFT 1329. (3:1).**

II.   Course Objectives

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

A.   Identify key terms using Microsoft Word Office 7.
B.   Navigate in the Windows environment; i.e., ribbons, onscreen toolbars, the Microsoft Office Button, and the Office help button.
C.   Create, save, and edit a document for the first time and save the document for use in a previous version of Word and with a different name using the Office Button.
D.   Edit a document by using the cut, copy, and paste feature and use the format printer feature.
E.   Use quick parts to add contents to a document using building blocks.
F.   Use commands to select, replace, and delete text and navigate though a Word document.
G.   Format a document by using Quick Styles and apply sets, colors, and fonts to the text.
H.   Prepare the document for distribution by changing the properties, inspecting it for metadata or personal information, encrypting the document, restricting it, adding a digital signature, making the document as the final copy, and running the compatibility checker.
I.   Print document by previewing the document using the quick print and using other print options.
J.   Create / modify business letters and memos from an existing template and create a new template and save it as a "trusted template" file.
K.   Create a document for mail merge by creating the recipient's data source and adding the address block and greeting line to the document; insert merge fields and apply the final merge to the document; and use the same data source files to create and print envelopes and labels.
L.   Change the format of a document by changing the font and font size, applying special character attributes, changing case, and highlighting text.
M.   Format the layout of the document by editing paragraphs; changing the indents, alignment, and line spacing within a paragraph; shading and applying borders around the paragraph; and setting the custom tabs by using the ruler and tabs dialog box.
N.   Apply a numbered list or bulleted list to a paragraph.
O.   Display non-printing characters and show the horizontal and vertical rulers.
P.   Format the document by changing the theme and page setup, i.e., change the margins, orientation, size, and columns; add page breaks and line numbers; and turn on hyphenation.
Q.   Format the document by modifying the page background and page borders and applying a watermark.

R.   Format the document by positioning a picture to the front of text or behind the text, wrapping the picture around text, aligning text, and grouping and rotating text and use the Smart Art Graphics to format pictures, shapes, and flowcharts by cropping, resizing, compressing, and adjusting the brightness and contrast color.

S.   Insert a cover page, blank page, page breaks, pictures, clipart, shapes, charts, hyperlinks, bookmarks, cross-references, headers, footers, page numbers, Word Art, Quick Parts, drop cap, signature line, date and time, objects, and symbols.

T.   Create a table by drawing a table or inserting a quick table and then applying a style to the table and manage the table by resizing and moving cells, setting header rows, sorting, performing calculations, merging/splitting cells, and changing the direction of the cell.

U.   Create an outline using the multi-level list, sort, and format.

V.   Insert and modify references within a document by adding / editing table of contents, footnotes / endnotes, captions, index, table of authorities, citation, and bibliography.

W.   Proof the document by running spelling / grammar check and using the research, thesaurus, and translating features.

X.   Add, delete, and edit comments within the document and change the reviewing pane to horizontal or vertical view.

Y.   Track changes within the document by modifying the tracking options markup and user name and showing revisions in balloon or in-line.

Z.   Track all changes by showing the final showing markup, final, original showing markup, and original document; accept or reject changes made within the document; and prepare the document and mark it as a read-only final document.

AA.   Compare two different documents.

BB.   Protect, restrict, secure, and share documents by adding a password.

CC.   Take the pre-test for MCAS and obtain a voucher for the MCAS exam.

III.   THECB Learning Outcomes (WECM)

Apply basic and advanced formatting skills and special functions to produce documents.

IV.   Evaluation

A.   Evaluation Methods

Evaluation will be based on performance exams, theory exams, and assignments.

B.   The final grading will be based on the percentage earned.

Percentages	Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 –and below	F

V.   Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI.   6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult

with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.