El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   **Business Management**

COURSE RUBRIC AND NUMBER   **POFI 2301**

COURSE TITLE   **Word Processing**

COURSE CREDIT HOURS   **3**   **3**   **:**   **1**
                                              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. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the 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.   Describe and demonstrate how to use OneNote, SWAY, and Office Mix.
B.   Illustrate the current version of Microsoft's operating system.
C.   Identify Apps in Office.
D.   Save and retrieve files from OneDrive or locations.
E.   Identify components of the Microsoft Office Ribbon.
F.   Create folders in a storage location.
G.   Perform tasks using Microsoft Office Apps.
H.   Use the Help function.
I.   Create, edit, and format a document.
J.   Format paragraphs and characters.
K.   Insert and format a picture in Word.
L.   Change document settings by adjusting paragraph spacing.
M.   Use the AutoCorrect in a document.
N.   Apply page breaks, i.e., manual, next page, and continuous.
O.   Check Spelling and Grammar.
P.   Apply the Page Setup commands to a document.
Q.   Create and modify building blocks.
R.   Create and modify styles.
S.   Create, edit, and format a table in a document.
T.   Create, edit, and format columns in a document.
U.   Apply indentions and spacing in a document.
V.   Use the Format Painter Button.
W.   Sort a list in a document.

X. Insert title pages, lists, tables, and Watermarks.
Y. Create and modify templates and save them as different formats.
Z. Create form letters, mailing labels, and a directory using a source file and merge.
AA. Create, modify, and format a document using pull-quotes and graphics.
BB. Insert, edit, view, and delete comments in a document.
CC. Apply and edit Track Changes in a document and display the different views.
DD. Link an Excel worksheet to a Word document.
EE. Create, edit, and format a chart in Word.
FF. Create, edit, and publish a blog post.
GG. Create a Master document with subdocuments.
HH. Organize a reference document by adding an Index page.
II. Create an online form using a template.
JJ. Enhance online forms using Macros by modifying text and controls and applying colors, shapes, effects, and graphics.
KK. Record, edit, and run a Macro to automate a task.

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.

VII.   Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.