Administrative Master Syllabus

Course Information

Course Title	Word Processing
Course Prefix, Num. and Title	POFI 2401 Word Processing
Division	Technology and Business
Department	Business Office Technology
Course Type	WECM Course
Course Catalog Description	Word processing software (Microsoft Office Word) focusing on business applications.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	4:2:4
Equated Pay Hours	4
Lab/Other Hours Breakdown: Lab Hours	4
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Department Head:	Celine Siewert, Business Office Technology Program Director	06/01/2025
Division Chair:	David Kucera, Technology & Business Division Chair	06/01/2025
VPI:		

Wharton County Junior College

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Creating and editing documents
2. Formatting and customizing documents
3. Working with reports and multipage documents
4. Using tables, columns, and graphics
5. Using templates and mail merge
6. Using custom styles and building blocks
7. Advanced tables and graphics
8. Using desktop publishing and graphic features
9. Working collaboratively and integrating applications
10. Automating tasks using templates and macros
11. Working with forms and master documents
12. Customizing word and using sky drive and office web apps
13. Keyboarding skills

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

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

Methods of Assessment:

- Hands-on Application tests
- Chapter Quizzes
- Daily work and Exercises
- Final Exam

Required text(s), optional text(s) and/or materials to be supplied by the student:

Microsoft Word textbook by Norton with Simnet.

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

20 computers with USB ports in the front, Laser printer, at least one color printer, desks for the computers and printers, internet access, and the latest version of Microsoft Office Word.

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

50% Hands-on Application Test average
20% Chapter Quizzes average
20% Daily work Exercises grade average
10% Final Exam

If your score is Your grade is:
90% up to 100% .. A
80% up to 89% .... B
70% up to 79% C
60% up to 69% .... D
59% or below ...... F

Curriculum Checklist:

☐**Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐**Administrative WCJC Core Course**. Attach the Core Curriculum Review Forms

        ☐Critical Thinking

        ☐Communication

        ☐Empirical & Quantitative Skills

        ☐Teamwork

        ☐Social Responsibility

        ☐Personal Responsibility

☒**WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist