

## Course Information

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

## Semester Credit Hours

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

## Approval Signatures

Title	Signature	Date
<b>Prepared by:</b>		
<b>Department Head:</b>		
<b>Division Chair:</b>		
<b>Dean/VPI:</b>		
<b>Approved by CIR:</b>		

## 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).

- I. Creating and editing documents
- II. Formatting and customizing documents
- III. Working with reports and multipage documents
- IV. Using tables, columns, and graphics
- V. Using templates and mail merge
- VI. Using custom styles and building blocks
- VII. Advanced tables and graphics
- VIII. Using desktop publishing and graphic features
- IX. Working collaboratively and integrating applications
- X. Automating tasks using templates and macros
- XI. Working with forms and master documents
- XII. Customizing word and using sky drive and office web apps
- XIII. 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

Written Theory Tests

Daily work and Exercises

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

Latest edition of GO! with Microsoft Word 2016 Comprehensive by Gaskin with Mylab.  
Keyboarding textbook.

### 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.

60% Hands-on Application Test average

20% Written Theory Tests average

20% Daily work Exercises grade average

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