



**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

**Course Title -** Word Processing: Word 2007

**Course Prefix and Number -** POFI 2301

**Department -** Business and Office Administration

**Division -** Technology and Business

**Course Type:** (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)  
 Academic WCJC Core Course  
 WECM course (This course is a Special Topics or Unique Needs Course: Y  or N 

**Semester Credit Hours # : Lecture hours# : Lab/other hours #**     3:2:2

**Equated Pay hours for course -** 3

**Course Catalog Description -** In-depth coverage of word processing software focusing on business applications.

**Prerequisites/Co requisites -** Keyboarding skills and THEA reading requirements met.

List Lab/ Other Hours
Lab Hours 2
Clinical Hours
Practicum Hours
Other (list)

**Approvals – the contents of this document have been reviewed and are found to be accurate.**

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Vice President of Instruction or Dean of Vocational Instruction Dean Leigh Ann Collins	Signature <i>Leigh Ann Collins</i>	Date 9-29-10



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

*Upon successful completion of this course, the student will use Microsoft Word 2007 to:*

- Create, select, and edit documents.
- Format characters and paragraphs.
- Utilize the spell checker, thesaurus and grammar check.
- Use left, right, hanging, and first line indentation of paragraphs.
- Add borders to a document.
- Change top, bottom, left, right, inside, and outside margins.
- Set left, right, center, bar and decimal tabs.
- Horizontally center tabbed columns.
- Move or copy and paste text within a document or between multiple documents.
- Replace strings of text.
- Insert page, section, and column breaks.
- Add and modify page numbers.
- Create and edit headers and footers.
- Create, format, and edit tables.
- Create, edit, and format columns of text.
- Create and edit styles.
- Use templates to create documents.
- Use mail merge to create documents and labels.
- Create special effects for text using WordArt.
- Insert, move, and crop graphics.
- Create diagrams and charts.
- Format letters and memos.
- Create macros.

**II. Course Learning Outcomes**

<b>Course Learning Outcome</b>	<b>Method of Assessment</b>
The student will be able to perform basic and advanced word processing functions.	Ninety percent of students will correctly answer at least 70% of the questions on a comprehensive written exam.

### **III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.**

Required: *Microsoft Word 2007: A Professional Approach* by Hinkle. McGraw-Hill Publishing, 1<sup>st</sup> Edition, © 2008, ISBN 978.007.351.919.7.

One flash drive is required for this class to store the daily work and the student data files provided by the publisher. The instructor will provide a test disk for the hands-on application tests. The student will need 4 Scantron forms for taking the written tests along with a #2 pencil.

### **IV. Suggested Course Maximum - 22**

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

22 computers with USB ports in the front, Laser printer, at least one color printer, desks for the computers and printers, internet access, and Microsoft Word 2007.

### **VI. 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 (4 tests)  
20% Written Theory Tests average (4 tests)  
20% Daily work Exercises grade average

#### **Reading and Exercises Assignments**

Lesson 1 Creating a Document

Lesson 2 Selecting and Editing Text

Lesson 3 Formatting Characters

Lesson 4 Writing Tools

#### **Written Test 1**

#### **Hands-on Test 1**

Lesson 5 Format Paragraphs

Lesson 6 Tabs and Tabbed Columns

Lesson 7 Moving and Copying

Lesson 8 Find and Replace

#### **Written Test 2**

#### **Hands-on Test 2**

Lesson 9 Margins and Print Options

Lesson 10 Page and Section Breaks

Lesson 11 Page Numbers, Headers, and Footers

Lesson 12 Styles and Themes

Lesson 13 Templates

#### **Written Test 3**

#### **Hands-on Test 3**

Lesson 14 Tables

Lesson 16 Columns

Lesson 17 Graphics

Lesson 20 Mail merge

Lesson 22 Macros

#### **Written Test 4 Comprehensive Written Final Exam**

#### **Hands-on Test 4 Final Exam**

**VII. Curriculum Checklist**

- **Academic General Education Course** (from ACGM – but not in WCJC Core)  
No additional documentation needed
  
- **Academic WCJC Core Course**  
Attach the Core Curriculum Checklist, including the following:
  - Basic Intellectual Competencies
  - Perspectives
  - Exemplary Educational Objectives
  
- **WECM Courses**  
If needed, revise the Program SCANS Matrix & Competencies Checklist.