



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

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 - Word processing software (Microsoft Office Word) focusing on business applications.

Prerequisites/Co-requisites – Keyboarding skills recommended.

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

Prepared by Celine Siewert

Date 5/27/14

Reviewed by Department Head Celine Siewert

Date 5/27/14

Accuracy verified by Division Chair David Kucera

Date 6/15/2015

Approved by Dean or Vice President of Instruction Leigh Ann Collins

Date 12/3/15



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):

- 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

II. Course Learning Outcomes

Learning Outcomes	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <p>Apply basic and advanced formatting skills and special functions to produce documents.</p>	<p>Hands-on Application tests Written Theory Tests Daily work and Exercises</p>

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

Required: Latest edition of *Microsoft Office Word 2013 Complete: In Practice* by Nordell. McGraw-Hill Publishing.

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 flash drive 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 - 20 since it requires a computer classroom

V. List any specific spatial 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.

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
- 20% Written Theory Tests average
- 20% Daily work Exercises grade average

The following grading scale will be used to determine grades for the class.

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

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.