Eastfield College  
Career Technologies’ Division  
The instructor reserves the right to amend this syllabus as necessary.

Fall 2012  
Word Processing  
POFI 2301, Section 4*** & 9***, 3 Credit Hours  
Internet Based - Class can be accessed 24 hours per day

Instructor: Timi Creekmore

Contact Information:  
Phone: 972-467-9406 (cell)  
Email address: timicreekmore@dcccd.edu  
Hours Available: Tuesday/Thursday 1:00 p.m. – 4:00 p.m. or by appointment.

Prerequisite: Keyboarding proficiency.

Course Description  
Word processing software focusing on business applications.  
This course may be repeated if topics and learning outcomes vary. (2 Lec., 3 Lab.)

Textbooks and Other Course Materials:  
- Text: Microsoft Word 2010: Complete  
  Online Companion: scsite.com/wd2010/learn (you will download files from this website)  
- You must have a computer with Microsoft Office 2010

End-of-Course Outcomes:  
Upon successful completion of the requirements of this course, the student will be able to:  
Apply basic and advanced formatting skills and special functions to produce documents.

EVALUATION PROCEDURES:  
Individual assignment and test grades are outlined in the assignment list. Final grades will be calculated as follows:  
Lesson Applications.............................................................................................................................................. 40%  
Assessments...................................................................................................................................................... 60%

DUE DATES: All assignments and assessments must be completed by midnight on Friday of each week. Late work will be penalized and/or not accepted. Assignments MUST BE SUBMITTED THROUGH E-CAMPUS/BLACKBOARD. IF YOU EMAIL YOUR ASSIGNMENTS THEY WILL NOT BE ACCEPTED.
Lesson Applications. At the end of each chapter there are assessments designed to measure the level of understanding. Although each exercise and assessment should be completed, you will only be graded on those assigned. Complete the assignments and submit as directed. Total points will equal 40 percent of your final grade. **NO ASSIGNMENTS WILL BE ACCEPTED VIA EMAIL**.

Assessments. At the end of each chapter, students will be given an exam. The exam may either be given through the blackboard or may be a project based exam. These will be announced on a chapter by chapter basis.

Participation: This is an online course; there is no set day and time to meet. You may work on this course from any computer that meets the requirements and at any time convenient to you; however, you should make sure you follow the Course Schedule so as not to lose points on assignments due to late submissions. In addition, you should login to your course regularly to check for new announcements. Changes, deadlines, and other important information will be posted on this page as necessary, and being unaware of the available information will not be accepted as an excuse for failing to comply with it.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account, go to: http://www.dcccd.edu/netmail/home.html

Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug31</td>
<td>Introduction to Course and Overview of Syllabus AND Overview of eCampus Locating Assignments and Assessments Office 2010 and Windows 7 Chapter</td>
<td>Assignments will be posted weekly on the Blackboard through E-Campus  <strong>NO ASSIGNMENTS WILL BE ACCEPTED VIA EMAIL</strong></td>
</tr>
<tr>
<td>2</td>
<td>Sep7</td>
<td>Chapter 1: Creating, Formatting, and Editing a Word Document with Pictures Work through the chapter.</td>
<td>° Apply Your Knowledge – Apply 1-1 Buffalo Photo Shoot  ° Extend Your Knowledge – Extend 1-1 TVC Cruises Flyer  ° Make It Right – Make It Right 1-1 Karate Academy Flyer  ° In the Lab1 - Lab 1-1 Study Habits Flyer  ° In the Lab2 – Lab 1-2 Photography Contest Flyer  ° In the Lab 3 – Lab 1-3 Train Ride Flyer</td>
</tr>
<tr>
<td>3</td>
<td>Sep14</td>
<td>Chapter 1 Assessment Begin Chapter 2</td>
<td>° Ch1 Exam1  ° Work Through Ch2 in Text</td>
</tr>
<tr>
<td>4</td>
<td>Sep21</td>
<td>Chapter 2 – Creating a Research Paper with Citations and References</td>
<td>° Apply Your Knowledge – Apply 2-1 Space Paragraph Modified  ° Extend Your Knowledge – Extend 2-1 Digital</td>
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</tbody>
</table>

Points

100
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Activity</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep28</td>
<td>Chapter 2</td>
<td>Assessment Begin Chapter 3</td>
<td>• Camera Paper Modified&lt;/br&gt;• Make It Right – Make It Right 2-1 Biometrics&lt;/br&gt;• Paper Modified&lt;/br&gt;• Make It Right – Make It Right 2-1 Game Controllers Paper&lt;/br&gt;• In the Lab1 - Lab 2-1 Agriculture Paper&lt;/br&gt;• In the Lab2 – Lab 2-2 Agriculture Paper&lt;/br&gt;• In the Lab 3 – Lab 2-3 Cloud Storage paper</td>
</tr>
<tr>
<td>Oct5</td>
<td>Chapter 3</td>
<td>– Creating a Business Letter with a Letterhead and Table</td>
<td>• Apply Your Knowledge – Apply 3-1 Projected College Expenses Modified&lt;/br&gt;• Extend Your Knowledge – Extend 3-2 Herbals Letter Modified&lt;/br&gt;• Make It Right – Make It Right 3-1 Scholarship Letter Modified&lt;/br&gt;• In the Lab1 - Lab 3-1 Cloud Storage Letter&lt;/br&gt;• In the Lab2 – Lab 3-2 Library Letter&lt;/br&gt;• In the Lab 3 – Lab 3-3 Education Board Letter</td>
</tr>
<tr>
<td>Oct12</td>
<td>Chapter 3</td>
<td>Assessment Begin Chapter 4</td>
<td>• Ch3 Exam&lt;/br&gt;• Work Through Chapter 4 in Text</td>
</tr>
<tr>
<td>Oct19</td>
<td>Chapter 4</td>
<td>– Creating a Document with a Title Page, Lists, Tables, and Watermark</td>
<td>• Apply Your Knowledge – Apply 4-1 Expenses Breakdown Modified&lt;/br&gt;• Extend Your Knowledge – Extend 4-1 Tax and Investment Seminars Modified&lt;/br&gt;• Make It Right – Make It Right 4-1 Home Health Title Page Modified&lt;/br&gt;• In the Lab1 - Lab 4-1 Employee Retreat Proposal&lt;/br&gt;• In the Lab2 – Lab 4-2 Coffee Service Proposal&lt;/br&gt;• In the Lab 3 – Lab 4-3 Nature Kids Camp Proposal</td>
</tr>
<tr>
<td>Oct26</td>
<td>Chapter 4</td>
<td>Assessment Begin Special Project</td>
<td>• Ch4 Exam</td>
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<tr>
<td>Nov2</td>
<td>Special</td>
<td>Project Begin Chapter 5</td>
<td>• See Handout&lt;/br&gt;• Work Through Chapter 5 in Text</td>
</tr>
<tr>
<td>Nov9</td>
<td>Chapter 5</td>
<td>– Using a Template to Create a Resume and Sharing a Finished Document</td>
<td>• In the Lab1 - Lab 5-1 Monroe Resume&lt;/br&gt;• In the Lab2 – Lab 5-2 MacMahon Resume&lt;/br&gt;• In the Lab 3 – Lab 5-3 Ramirez Resume – (only submit the one page web)</td>
</tr>
<tr>
<td>Nov16</td>
<td>Chapter 5</td>
<td>Assessment Begin Chapter 6</td>
<td>• Ch5 Exam&lt;/br&gt;• Work Through Chapter 6 in Text</td>
</tr>
<tr>
<td>Nov25</td>
<td>Chapter 6</td>
<td>– Generating Form Letters, Mailing Labels, and a Directory</td>
<td>• In the Lab1 - Lab 6-1 Monroe Merged Directory&lt;/br&gt;• In the Lab2 – Lab 6-2 MacMahon Merged Directory&lt;/br&gt;• In the Lab 3 – Lab 6-3 Ramirez Potential Employers</td>
</tr>
<tr>
<td>Nov30</td>
<td>Chapter 6</td>
<td>Exam Begin Chapter 7</td>
<td>• Ch6 Exam&lt;/br&gt;• Work Through Chapter 7 in Text</td>
</tr>
<tr>
<td>Dec7</td>
<td>Chapter 7</td>
<td>– Creating a Newsletter with a Pull-Quote and Graphics</td>
<td>• In the Lab1 - Lab 7-1 Common Bond Newsletter&lt;/br&gt;• In the Lab2 – Lab 7-2 The Shutterbug Newsletter&lt;/br&gt;• In the Lab 3 – Lab 7-3 Frankfort Heritage Newsletter</td>
</tr>
<tr>
<td>Dec12</td>
<td>FINAL</td>
<td>Exam</td>
<td>• Final Exam</td>
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</table>

100 | 100 | 100 | 100 | 100 | 300
Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism, and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

ADA Statement
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by November 15, 2012. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before
the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

**STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than six (6) courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six (6) non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**Classroom Etiquette**

Cell phones should be placed on silent upon entering the classroom. If you must take a call, please excuse yourself from the classroom during the conversation.

**Emergency/Inclement Weather Procedure**

In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College Web page at [www.eastfieldcollege.com](http://www.eastfieldcollege.com) for the Inclement Weather announcement under News/Features.

*Emergencies may include power or air conditioning outages, fires, etc.*

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