 COURSE SYLLABUS
POFI-1104-71705 Word Processing Skills 2013 (5 wk)
Fall 2015

Arts, Business, Sports Science, & Technology
T135, 972-273-3450
8:00 a.m. – 6:00 p.m. Monday-Thursday, 8:00 a.m. – 4:30 p.m. Friday

This course syllabus is intended as a set of guidelines for Word Processing Skills 2013. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information
Instructor: Linda Ward
Email Address: wardonline@dcccd.edu
Office Phone: 972-273-3330
Office Location: T126
Office Hours: By appointment only

Course Information
Course title: Word Processing Skills 2013
Course number: POFI-1104
Section number: 71705
Credit hours: 1
Class dates: 11/10/2015-12/10/2015
Class time: 05:45PM - 07:05PM TR

Lab Hours* (Room T225)

<table>
<thead>
<tr>
<th>Classroom Hours</th>
<th>Open Lab Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W 8.00a - 1.50p</td>
<td>M/W 2.00p - 5.00p</td>
</tr>
<tr>
<td>T/R 9.30a - 12.20p</td>
<td>T/R 12.30p - 5.30p</td>
</tr>
<tr>
<td>T/R 5.45p - 9.45p</td>
<td>Friday 9.00a - 2.30p</td>
</tr>
</tbody>
</table>

Sat/Sun: Closed

*Hours Subject to Change

Course Description
Study of computer applications from business productivity software. Specifically, this course offers the opportunity to learn to create, edit, and format various types of documents using Microsoft Word 2013. Emphasizes the concurrent development of office skills and computer knowledge. This course may be repeated if topics and learning outcomes vary. (1 Lec)

Course prerequisites: Keyboarding Skills Required
## Required or Recommended Textbooks and Materials

| Book                        | Microsoft® Word 2013 Illustrated Brief, by Jennifer Duffy, Course Technology publisher.  
|                            | ISBN: 9781285093130 |

| Storage                    | You may use a USB Flash, thumb drive or other similar storage device. OR  
|                            | You may set up access to a cloud service such as SkyDrive, Dropbox or Google Drive. |

## Course Objectives

This course offers the opportunity to learn to create various types of documents using Microsoft Word 2013. Students will create letters, memos, spreadsheets, databases, and slide shows; insert graphical elements into documents; and exchange information between programs to produce compound documents. Use of dialog boxes, the presentation interface, and the program’s views and commands will be introduced.
### Specific Course Outline

<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>LEARNING OUTCOMES</th>
<th>ASSESSMENT</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All units</td>
<td>Learn to type text and numbers in a document window</td>
<td>Unit Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All units</td>
<td>Use menus, ribbon icons, and keystrokes to perform spreadsheet, word processing, database, and slide show tasks</td>
<td>Unit Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All units</td>
<td>Save and retrieve documents</td>
<td>Unit Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All units</td>
<td>Learn to move around in documents</td>
<td>Unit Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All units</td>
<td>View and print documents</td>
<td>Unit Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Word Unit B</td>
<td>Correct spelling and grammatical errors</td>
<td>Word Unit B Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Word Unit B</td>
<td>Move and copy text within single or multiple documents</td>
<td>Word Unit B Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Word Unit C and D</td>
<td>Set margins and tabs</td>
<td>Word Unit C and D Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Word Unit D</td>
<td>Create headers and footers</td>
<td>Word Unit D Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Word Unit C</td>
<td>Format text and paragraphs</td>
<td>Word Unit C Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Word Unit D</td>
<td>Insert clip art</td>
<td>Word Unit D Assessments, Production Tests, and Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, F1, F2, F3, F4, F5, F7, F8, F9, F10, F16</td>
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</tbody>
</table>

### Performance Objectives

**SCANS COMPETENCIES**

The Secretary's Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. The Office Technology Department at North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment.

|-----------|-----------------|-----------------------------------------------------------------------|

### SCANS FOUNDATION SKILLS

|-------------|--------------------------|------------------------------------------------------------------|
Workplace Skills

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
31. Set priorities.
32. Select/implement options/decisions including prediction of results of proposed action.
33. Organize personal workloads.
34. Participate in brainstorming sessions to generate new ideas and solve problems.


Student Learning Activities, Outcomes, and Assessments

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read all textbook chapter assignments and complete assigned exercises.</td>
<td>On a production test, students in POFI 1104 will create a formatted Word Processing document at a proficiency level of 70% as graded with the departmental rubric.</td>
<td>Production Test result grades</td>
<td>SCANS: C1, 11, 12, 13, 14, 15, 16, 18, 19; F1, 7, 8, 9, 10, 12, 13 Workplace Skills: 1, 5, 6, 8, 13, 23, 24, 25, 26, 27, 29, 30, 31, 33</td>
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</tr>
</tbody>
</table>

Means of Assessment

Your understanding of the course material and your grade will be determined as follows:

Skills Reviews

You will complete and turn in these assigned exercises at the end of each chapter. You MAY use your book and ask for assistance when completing these activities. These activities will be given a numeric grade.
Means of Assessment (con’t.)

Production Test—Test documents created using the computer
You may use your text or notes while testing. You may NOT ask for help. If you do ask for help, points will be deducted from your grade, depending on the amount of help given. If you score below 70 on a production test, you may re-test, with your highest score being 85.

All tests must be taken during your scheduled class time with your instructor present. All tests must be returned to your instructor after you have reviewed the results with your instructor. All test materials MUST remain in the classroom at all times.

Production Test 1 is the common assessment activity for this course. This test is graded on a scale of 0-100 points. Five (5) points will be deducted for every typographical, punctuation, formatting, or production mistake.

<table>
<thead>
<tr>
<th>Evaluation Procedures</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Unit Skill Reviews</td>
</tr>
<tr>
<td>Production Test</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Tutorial Assignment and Production Test Grading:
Each document is 100 total points. 5 points will be deducted for each typographical or formatting error.

Exams and Assignments
There are 4 chapter Skill Reviews and 1 production test. Assignments are not accepted more than two weeks late.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>90-100</td>
<td>= A</td>
</tr>
<tr>
<td>80- 89</td>
<td>= B</td>
</tr>
<tr>
<td>70- 79</td>
<td>= C</td>
</tr>
<tr>
<td>60- 69</td>
<td>= D</td>
</tr>
<tr>
<td>Below 60</td>
<td>= F</td>
</tr>
</tbody>
</table>

Course Policies
The last day of class is 12/10/2015. The last day to withdraw from a class is 12/3/2015. All coursework is due on or before 12/10/2015. Work turned in after this date will receive a grade of zero (0).
INSTITUTIONAL POLICIES

ACADEMIC DISHONESTY

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test;
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one's written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAYS

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student’s choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. http://www.northlakecollege.edu/resources/disability.html.

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.
SERVICE LEARNING

What is Service Learning? Service Learning (SL) is a program in which you will learn and develop through thoughtfully organized service experiences by participating in meeting real community needs. The program combines academic instruction along with active community service that utilizes both critical and reflective thinking skills that assist you in examining your civic responsibilities in the world in which you live. See your eCampus classroom for enrollment instructions. For questions or concerns, contact the Service Learning Coordinator, Katherine Villarreal, at kvillarreal@dcccd.edu or nlcs@dccc.edu.

ADMINISTRATIVE WITHDRAWAL

Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY

If you are unable to complete this course, you must officially withdraw by 12/3/2015. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

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 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 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.

FINANCIAL AID STATEMENT AND CERTIFICATION OF ATTENDANCE

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples:

- initiating contact with your instructor to ask a question about the academic subject studied in the course;
- submitting an academic assignment;
- taking an exam;
- completing an interactive tutorial;
- participating in computer-assisted instruction;
- attending a study group that is assigned by the instructor;
- or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

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 are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov.
COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx.

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:
- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and Wi-Fi Internet access.
For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
  No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m. -3:30 p.m.
  No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED
If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A425) or call 972-273-3160.
**Course Schedule**

This class begins on **11/10/2015** and ends on **12/10/2015**. The last day to withdraw from class is **12/3/2015**. Please see your instructor before withdrawing.

Class will not meet due to the following holidays:
- Labor Day: Monday, September 7, 2015
- Thanksgiving: Thursday, November 26, 2015
- Thanksgiving: Sunday, November 29, 2015

YOU MAY WORK AHEAD OF THE SCHEDULE SHOWN BELOW. IF YOU DETERMINE YOU ARE NOT COMPLETING THE LESSONS AS SCHEDULED, YOU WILL NEED TO WORK ADDITIONAL HOURS OF LAB TIME.

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>Orientation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Skill Review, pp. 19-21. Print AND Submit <strong>step 5</strong> and <strong>step 7</strong> into eCampus for grading.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 2</th>
<th>Read and work through <strong>Word Unit B</strong>, &quot;Editing Documents,&quot; pp. 25-41.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Skill Review, p. 43-45. Print AND Submit <strong>step 6</strong> into eCampus for grading.</td>
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<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Complete the Skill Review, pp. 69-71. Print AND Submit <strong>step 9</strong> into eCampus for grading.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 4</th>
<th>Read and work through <strong>Word Unit D</strong>, “Formatting Documents,” pp. 77-95.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Skill Review, pp. 97-99. Print AND Submit <strong>step 9</strong> into eCampus for grading.</td>
<td></td>
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</tbody>
</table>

| WEEK 5 | **Complete Production Test 1. Ask your instructor for this test.** Print AND Submit Production Test 1 into eCampus for grading. |
**Grade Sheet**
Student Name: ______________________
Section: ______________________

POFI 1104—WORD PROCESSING SKILLS 2013 (5 wk)
PROGRESS RECORD

<table>
<thead>
<tr>
<th>Chapter Exercises</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>Grade</td>
<td>Assignment</td>
</tr>
<tr>
<td>Unit A</td>
<td></td>
<td>Unit C</td>
</tr>
<tr>
<td>Skills Review, pp. 19-21</td>
<td></td>
<td>Skills Review, pp. 69-71</td>
</tr>
<tr>
<td>Unit B</td>
<td></td>
<td>Unit D</td>
</tr>
</tbody>
</table>

Skills Review Average (40%)  __________

<table>
<thead>
<tr>
<th>Production Tests</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>Grade</td>
</tr>
<tr>
<td>Production Test 1</td>
<td></td>
</tr>
</tbody>
</table>

Production Test Average (60%)  __________

Final Average  __________

Final Grade  __________