Microsoft Word Syllabus
Eastfield College
Spring 2020
16-Week Course

Instructor Information
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Office Location: T017
Office Hours: Monday – Thursday 7:30 am – 8:00 am
Monday – Thursday 12:00 pm – 1:30pm
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Division Office/Phone: T-Building: Room 143 | 972-860-7143

Course Information
Course Title: Microsoft Word
Course Number: POFI-2301
Section Number: 43480 = Classroom instruction
43400 = Online instruction
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Location: L308A and online
Class Meeting Time: Lecture/Lab: Tuesday/Thursday 8:00am – 10:00am
Online
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Course Prerequisites
Recommended: Beginning Keyboarding
Course Description
Word processing software focusing on business applications. This course may be repeated if topics and learning outcomes vary. This course is designed to develop word processing skills from an introductory level to an advanced level in Microsoft Office 2016. (2 Lec., 3 Lab.)

Student Learning Outcomes

Course Objectives:
Students will have mastered the material in the module when they can:
A. Create, format, and edit word documents with a picture
B. Prepare a research paper with references and sources
C. Create a business letter with a letterhead
D. Add a table to a Word document
E. Use a template to create a resume
F. Generate form letter, mailing labels and a directory
G. Add pull-quote and graphics to a newsletter
H. Use document collaboration, integration, and charting tools
I. Enhance an online form using macros

End-of-Course Outcomes:
1. To offer an in-depth presentation of Microsoft Word 2016
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create presentations suitable for coursework, professional purposes, and personal use
4. To help students discover the underlying functionality of Word 2016 so they can become more productive
5. To develop an exercise-oriented approach that allows learning by doing

SCANS Competencies (Secretary’s Commission on Achieving Necessary Skills)
Working with Information – Organize information, Process information with computers.
Managing Resources – Manage Time.
Using Technology – Apply technology to specific tasks.
Demonstrating Basic Skills – Reading, Listening
Demonstrating Thinking Skills – Creative thinking, Thinking logically.
Exhibiting Personal Qualities – Sociability; Integrity

Course Competencies:
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.
Required Course Materials


Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

ISBN 9780357700006 (Cengage Unlimited)

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Graded Work

The following tables provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work

Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Training and Review Assignments, and Module Tests. Most grades are available within 1-2 business days upon submission.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board (6 @ 10 points each)</td>
<td>6%</td>
<td>60 points</td>
</tr>
<tr>
<td>Module Review Exams (11 @ 25 points each)</td>
<td>27.5%</td>
<td>275 points</td>
</tr>
<tr>
<td>Module Projects (11 @ 25 points each)</td>
<td>27.5%</td>
<td>275 points</td>
</tr>
<tr>
<td>MOS Skills Assessments (9 @ 10 points each)</td>
<td>9%</td>
<td>90 points</td>
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<tr>
<td>Capstone Assessments (3 @ 100 points each)</td>
<td>30%</td>
<td>300 points</td>
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</table>

TOTAL: 1,000 points
Final Grade

Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>0-699</td>
<td>0-59%</td>
<td>F</td>
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</table>

Description of Graded Work

Discussion Boards
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade. Initial response for each week’s discussion board should be completed by Wednesday, with final replies completed by Sunday.

Skills Practice
The skills practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. These exercises are not turned in for grades, but assist in preparing for the Assignments and Skill Quizzes, as well as unit assessment capstone projects. The skills build upon one another. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice in addition to completing assignments and other work as needed.

Capstone Projects
There are a total of 3 Capstone Assessments, which serve as a “hands on” skills based exam.

Graded Tasks
Assignments will be posted no later than Monday morning each week and are due by Sunday at 11:59pm of that week, unless stated otherwise.
**Attendance and Your Final Grade**

Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences in 8-week class or four (4) absences in 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.

Blended classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus.

**Late Work Policy**

Late work is not permitted, unless pre-arranged. All assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

**Other Course Policies**

The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.

**Institutional Policies**

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

[Eastfield Institutional Policies](http://www.eastfieldcollege.edu/syllabipolicies)
Course Outline

This course is divided into 11 modules as follows:

Introductory
Module 1: Creating, Formatting and Editing a Word Document with a Picture
Module 2: Creating a Research Paper with References and Sources
Module 3: Creating a Business Letter with a Letterhead and a Table

Intermediate
Module 4: Creating a Document with a Title Page, Lists, and a Watermark
Module 5: Using a Template to Create a Resume and Sharing a Finished Document
Module 6: Generating Form Letters, Mailing Labels, and a Directory
Module 7: Creating a Newsletter with a Pull-Quote and Graphics

Advanced
Module 8: Using Document Collaboration, Integrations, and Charting Tools
Module 9: Creating a Reference Document with a Table of Contents and an Index
Module 10: Creating a Template for an Online Forum
Module 11: Enhancing an Online Form and Using Macros

Course Schedule
See next page for weekly course schedule of due dates.
POFI 1349 – Microsoft Word
Due Date Tracking

*Note: All work is due by Sunday night at 11:59pm unless otherwise stated

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>MODULE</th>
<th>DISCUSSION BOARDS</th>
<th>SAM EXAM</th>
<th>SAM PROJECT</th>
<th>CAPSTONE PROJECT</th>
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<tbody>
<tr>
<td>Weeks 1 and 2</td>
<td>1, 2</td>
<td>Discussion Board #1</td>
<td>Module 1</td>
<td>Module 1 Project 2</td>
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<td>Due February 2, 2020</td>
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<td>Module 2</td>
<td>Module 2 Project 2</td>
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<td>Weeks 3 and 4</td>
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<td>Discussion Board #2</td>
<td>Module 3</td>
<td>Module 3 Project 2</td>
<td>Capstone Assessment 1</td>
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<td>Due February 16, 2020</td>
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<td>4, 5</td>
<td>Discussion Board #3</td>
<td>Module 4</td>
<td>Module 4 Project 2</td>
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<td>Due March 1, 2020</td>
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<td>Module 5</td>
<td>Module 5 Project 2</td>
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<td>Weeks 7 and 8</td>
<td>6, 7</td>
<td>Discussion Board #4</td>
<td>Module 6</td>
<td>Module 6 Project 2</td>
<td>Capstone Assessment 2</td>
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<td>Module 7</td>
<td>Module 7 Project 2</td>
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<td>Weeks 9 and 10</td>
<td>8, 9</td>
<td>Discussion Board #5</td>
<td>Module 8</td>
<td>Module 8 Project 2</td>
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<tr>
<td>Due April 5, 2020</td>
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<td>Module 9</td>
<td>Module 9 Project 2</td>
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<td>Weeks 11 and 12</td>
<td>10, 11</td>
<td>Discussion Board #6</td>
<td>Module 10</td>
<td>Module 10 Project 2</td>
<td>Capstone Assessment 3</td>
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<tr>
<td>Due April 19, 2020</td>
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<td>Module 11</td>
<td>Module 11 Project 2</td>
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**SKILLS SIMULATION**

<table>
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<th>DUE DATE</th>
<th>MODULE</th>
<th>DISCUSSION BOARDS</th>
<th>SAM EXAM</th>
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<tbody>
<tr>
<td>Weeks 13 and 14</td>
<td>7</td>
<td>Discussion Board #7</td>
<td>MOS Skills Simulation – Create and Manage Documents</td>
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<td>Due May 3, 2020</td>
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<td>MOS Skills Simulation – Format Text, Paragraphs, and Sections</td>
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<td>MOS Skills Simulation – Create Tables and Lists</td>
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<td>MOS Skills Simulation – Create and Manage References</td>
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<td>MOS Skills Simulation – Insert and Format Graphic Elements</td>
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<td>Weeks 15 and 16</td>
<td>8</td>
<td>Discussion Board #8</td>
<td>MOS Skills Simulation – Manage Document Options and Settings</td>
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<tr>
<td>Due May 14, 2020</td>
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<td>MOS Skills Simulation – Design Advanced Documents</td>
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<td>*Thursday due date</td>
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<td>MOS Skills Simulation – Create Advanced References</td>
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<td></td>
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<td>MOS Skills Simulation – Create Custom Word Elements</td>
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