

POFT 2440 ADVANCED WORD PROCESSING

Angelia McLeroy
Hours: Mon – Fri (8:00 a.m to 4:30 p.m.)
972/563-4905

Web Syllabus

PREREQUISITE: POFI 2401 (There is no waiver for this prerequisite)

Course Description

This course prepares students to work with Microsoft Word 2007 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a mastery-level competency in Word 2007 and get an introduction to computer software and hardware. Students also develop an understanding of fundamental computer hardware and software concepts.

Required Course Resources

Signature Series Microsoft Word 2007, Windows XP Edition,
by Rutkosky/Roggenkamp, © Paradigm Publishing, Inc.
Student Resources CD (provided with textbook)
Internet Resource Center, www.emcp.net/SignatureWord07XP

3½ inch, high density diskettes (for Unit Performance Assessments and Exams) and a USB flash drive or other storage medium for daily assignments

Computer Time

Approximately six hours per week of computer time outside of class is recommended for successful completion of course requirements.

Grading

Final Grades for each semester will be calculated as follows:

Average of all chapter assignments	15 %
Student Applications & proofreading	10 %
Average of all unit performance assessments	30 %
Average of unit theory exams	30 %
Document Exams	20 %

Grading scale: A ≥ 90

B ≥ 80

C ≥ 70

D ≥ 60

F ≥ 60

All **assignments are due at the beginning of class** on the date assigned. Double space after the last line of the document and add your initials, a colon, and the filename. Typographical errors and omissions will have minimum of 2 points per word deducted. Formatting errors will have a minimum of **5** points deducted. No credit is given for a lab if more than **20** points is deducted or is incomplete. Late work, if accepted, will have a minimum of **10** points deducted from its grade for each calendar day it is not turned in. (This deduction begins the date due at 4:20 p.m.). Late assignments should be turned in to me directly. No chapter assignments will be accepted after the due date of the chapter's Unit Performance Assessments.

Credit for proofreading is given for six documents proofread during the semester. The proofreader can make only 5 errors for the first unit when proofing, and 4 errors the second. One point is given for credit. Separate copy of assignment with marks and notes must be submitted with proofreader's name on the bottom of the document. Proofreading and application points will not be given if student does not receive credit for chapter assignment.

Only complete lab assignments will be accepted - there is no partial credit for incomplete assignments.

Complete, accurate Unit Performance Assessments and document exams receive a grade. Incomplete UPAs will not be accepted and a grade of "0" is assigned.

A comprehensive make-up exam will be given to students who miss one or more written exams. The grade of this exam will be entered for each exam missed (maximum of 2). Students who do not complete the make-up exam (one week prior to the final exam) will receive a grade of 0 for each exam missed.

Students who miss document exams *must* complete the document exam before the next class meeting. *Contact instructor if you miss an exam before the next class meeting.*

Application Points:

- Students may have practical applications for the word processing features found in this course. You may submit up to five practical applications using features of Word.
- Students will only receive credit for proofreading or applications if credit is given for chapter lab assignment for the same week.
- Chapter Quizzes are sometimes used for application points.
- Instructor has the option of giving application point(s) for attendance and/or class participation.

ATTENDANCE POLICY & STUDENT CONDUCT:

“Regular and punctual attendance at all classes is expected”- from TVCC catalog. See current catalog for absence and drop policy of TVCC. Students are to complete all chapter exercises and assessments. Students who are absent, and do not complete the exercises as worked in class must submit printed copy of all chapter exercises & assessments. Students should check with instructor for variations

Students will respect each other and the instructor. Any individual that becomes rude or disruptive in the class will be dismissed from class and will not be allowed back in class until meeting with the instructor and the campus provost.

Week	Chapter	Description
	Chapter 16	Merging Documents -
	Chapter 17	Sorting and Selecting
	Chapter 18	Managing Lists
	Chapter 19	Managing Page Numbers, Headers, and Footers
	Chapter 20	Managing Shared Documents
	WEEK 5 See Instructor For Date	Unit 4 Performance Assessments Unit 4 Exams
	Chapter 21	Inserting and Customizing Quick Parts
	Chapter 22	Customizing AutoCorrect and Word Options
	Chapter 23	Customizing Themes
	Chapter 24	Formatting with Styles
	Chapter 25	Protecting and Preparing Documents
	WEEK 9 See instructor For date	Unit 5 Performance Assessments Unit 5 Exams
	Chapter 26	Inserting Endnotes, Footnotes, and References
	Chapter 27	Creating Indexes
	Chapter 28	Creating Specialized Tables
	Chapter 29	Creating Forms
	Chapter 30	Creating Forms with Legacy Tools
	See instructor For Date	Unit 6 Performance Assessments
	See instructor For Date	Final Exam Signature Word 2007