



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

Course Title:

Word Processing I

Course Prefix and Number:

POFI 2401

Department – Division:

Business and Computer Science Division

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
4	3	3

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This is an introductory course designed to present concepts of information/word processing as well as the opportunity to perform basic word processing functions, develop formatting skills, and apply communication skills using word processing application software. All assignments will be completed in Word 2007.

Prerequisites/co requisites

Keyboarding skill of 40 gross words per minute or division chairperson approval.

Topical Outline

1. Creating, Printing, and Editing Documents
2. Formatting Characters
3. Aligning and Indenting Paragraphs
4. Customizing Paragraphs
5. Proofing Documents
6. Formatting Pages
7. Customizing Page Formatting
8. Inserting Elements and Navigating in a Document
9. Maintaining Documents
10. Managing and Printing Documents
11. Inserting Images
12. Inserting Shapes and WordArt
13. Creating Tables
14. Enhancing Tables
15. Creating Charts

Course Learning Outcomes

Upon successful completion of Unit 1, the student will be able to acquire the following learning outcomes:

Skill	Pages
Creating and Customizing Documents	
Create and format documents	
Apply Quick Styles to documents	41-43
Format documents using themes	44-46
Customize themes	45-46
Personalize Word	
Change research options	130-132
Formatting Content	
Format text and paragraphs	
Apply styles	41-66
Format characters	29-48
Format paragraphs	55-67
Set and clear tabs	89-96
Manipulate text	
Cut, copy, and paste text	96-103
Organizing Content	
Use tables and lists to organize content	
Create tables and lists	67-72
Reviewing Documents	
Navigate documents	
Move in a document quickly using the Find and Go To commands	13-15

Upon successful completion of Unit 2, the student will be able to acquire the following learning outcomes:

Skill	Pages
Creating and Customizing Documents	
Create and format documents	
Work with templates	241-242
Format document backgrounds	165-168
Insert blank pages or cover pages	175-177
Lay out documents	
Format pages	150-179
Create and format columns	157-162
Make documents and content easier to find	
Insert document navigation tools	211-217
Formatting Content	
Manipulate text	175-177
Find and replace text	184-192
Control pagination	
Insert and delete page breaks	173-174
Create and modify sections	155-161
Working with Visual Content	
Insert and modify drop caps	204
Organizing Content	
Merge documents and data sources	
Create a single envelope or label	259-265
Reviewing Documents	
Navigate documents	
Change window views	248-254
Sharing and Securing Content	
Prepare documents for sharing	
Save to appropriate formats	236-240

Upon successful completion of Unit 3, the student will be able to acquire the following learning outcomes:

Skill	Pages
Working with Visual Content	
Insert illustrations	
SmartArt graphics	291-298
Pictures from files and clip art	279-289
Shapes	305-311
Format illustration	
Format text wrapping	282-284
Format by sizing, cropping, scaling, and rotating	
Apply picture styles	281-284
Set contrast, brightness, and coloration	280-281
Add text to SmartArt graphics and shapes	280, 284
Compress pictures	292-293
Format text graphically	280,285
Insert and modify WordArt	
Insert pull quotes	318-323
Insert and modify text boxes	289-291

Insert text boxes	312-316
Format text boxes	312-316
Link text boxes	313-316
Organizing Content	
Use tables and lists to organize content	
Create tables and lists	331-369
Sort content	370-371
Modify tables	
Apply table styles to tables	339-340
Modify table properties and options	341-356
Merge and split table cells	356-357
Perform calculation in tables	371-375
Change the position and direction of cell contents	363

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Copy of current textbook in the Trinity Valley Community College bookstore.

Optional Text(s)

none

Material/Technology to be supplied by the student.

Internet connection with an e-mail address. Microsoft Word 2007 software.
Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION: The students will do the exercises and assigned problems in the textbook. The exercises give step-by-step directions on how to complete the function described, then the students apply the learned function to the assigned problems.

METHODS OF EVALUATION: Students will be evaluated on the Unit Tests (Performance Assessments which contains three problems), Theory Tests (written evaluations of their knowledge), and Daily Assignments (Skill Assessments).

Grading

- 40% of final grade = Skill Assessments (All Graded Assignments).*
- 40% of final grade = Performance Assessments (3 unit assessments).
- 20% of final grade = Three theory checkups.
- 5% of Part 4 grade = Photo for class roll.

*A perfectly completed prerequisite exercise will receive a score of 1.0 point and a perfectly completed assignment will receive a score of 5.0 points. A half-point (0.5) will be deducted for each error.

Scale for completed assignments:

0 errors - 5.0	4 errors - 3.0	8 errors – 1.0
1 error - 4.5	5 errors - 2.5	9+ errors – 0.5
2 errors - 4.0	6 errors - 2.0	

3 errors - 3.5

7 errors - 1.5

The student will receive points for graded assignments, 3 theory checkups, 3 performance assessments, and class roll photo.

POINT SCALE:

A = 1365-1525 B = 1213-1364 C = 1060-1212 D = 908-1059 F = 907 & below

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Del Spencer	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date