POFI 2401 - Syllabus
Word Processing
SCH (3-3)

Course Description
Introduction to word processing software focusing on business applications. Students will improve productivity and efficiency at home, school, and the workplace. Students will be empowered with the knowledge and competencies necessary to use the software to produce professional business documents.

Prerequisite: POFT 1227 or permission of the instructor.

Upon successful completion of the curriculum students will be able to apply the competencies learned within the context of the course to make decisions regarding the preparation of first-rate documents.

Text and Supplies
2. USB Flash drive for saving your work
3. Access to computer and internet.

Goals and Objectives
Upon successful completion of the course, students will have the ability to accomplish the following competencies accurately and efficiently:

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose and/or sample real life applications</th>
<th>Skills Used in Class</th>
<th>Used throughout the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Skills</td>
<td>Use WordPerfect in a competent manner.</td>
<td>The student will create documents using the software learned. The student will utilize problem-solving and critical thinking while editing, updating, and creating a variety of documents.</td>
<td>Yes</td>
</tr>
<tr>
<td>Ethics</td>
<td>Prepare work honestly.</td>
<td>The student will learn to complete his/her own work, and study in an honest manner.</td>
<td>Yes</td>
</tr>
<tr>
<td>Managing Work Time</td>
<td>Manage your work and time effectively.</td>
<td>The student will learn to manage time by working on assignments, turning them in when due, and complete tests when they are due.</td>
<td>Yes</td>
</tr>
<tr>
<td>Project</td>
<td>Create mailable documents in a realistic and professional manner.</td>
<td>The students will develop and synthesize learned information to create projects using the required software.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**Student Learning Outcomes:**

1. Employ multiple software programs to collect, organize, and present information.
2. Create and implement basic information management systems using software programs.
3. Demonstrate interpersonal and oral presentation skills.
4. Utilize business writing and editing skills.

**Course Outline**

A. Because this is a hybrid course, **KEEP IN MIND THAT ALL OF YOUR WORK MUST BE COMPLETED BY __________ —THE SEMESTER END DATE.**

1. There are specific due dates for each assignment. To see specific dates for each part, click on Assignments on the main menu on the left side of course Web site.
2. All work must be completed on or before the due date. NO WORK (ASSIGNMENTS OR EXAMS) WILL BE ACCEPTED AFTER THE DUE DATE AND THE PART EXAMS WILL NO LONGER BE AVAILABLE AFTER THE DUE DATE.
3. These assignments must be submitted through Blackboard.
4. You may choose to work ahead. If you complete all assignments and exams, you can finish the course early.

B. Because this is a hybrid course, specific learning activities have been developed to help you work through each chapter. ALL learning activities are located in the COURSE MATERIALS section of the course web site.

C. Please complete chapters in the order they are listed in the COURSE MATERIALS section.

**Student Contribution**

Students will be expected to exhibit professional behavior during scheduled class times and while in the lab(s). Professional behavior includes, but is not limited to, the following:

1. The student will be required to read the textbook, view the PowerPoint presentations, complete the Prentice Hall lessons for each chapter, complete homework assignments, study for tests, and take tests during the scheduled time.
2. Complies with the rules of Midland College (see the Midland College Handbook)
3. Attends class regularly by checking e-mail, postings and announcements on Blackboard
4. Behaves cooperatively and respectfully in all modes of communication.
5. Treats other students and participants in a courteous manner. No profanity, sexual innuendo or harassment of any kind will be tolerated.
6. Notifies the instructor in advanced when you will not have access to a computer for an extended period of time.
7. Prepares sufficiently for class, meets deadlines.

**Absences:**

Notify the instructor in advanced when you will not have access to a computer for an extended period of time.

**Scholastic Dishonesty and Academic Dishonesty**

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.
Misconduct:

Evaluation of Students:
Upon completion, your performance objective scores will be translated to percentages and the percentages to grades. Assignments will be evaluated and a score assigned. The score will be expressed as a percentage of possible points earned. Percentages are converted to grades as follows:

<70% = F, 70% - 79% = C, 80% - 89% = B and 90% - 100% = A

The Grading Scale is

<table>
<thead>
<tr>
<th>Assignments (Homework/Prentice Hall TAIT Practice tests/Projects)</th>
<th>40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>60%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
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</table>

Course Schedule:
This class meets for 3 lecture hours per week. For a detailed calendar of topics scheduled for class meetings, please refer to the attachment. Topics of instruction are covered in the Course Goals/Objectives.

Instructor Office Hours:
Instructor Contact Info:
Business Studies Division Chair: Gavin Frantz, (432) 685-4657, gfrantz@midland.edu
Division Division Secretary: Mia Olvera (432) 685-4656 molvera@midland.edu
Information: Division Office: 142 Technology Center Building, fax: 685-4761

Communication is important! If you have a problem that is interfering with your successful completion of this course, please contact the instructor. I will do my best to work with you to help you complete the course.

Disclaimer The instructor reserves the right to amend this syllabus as necessary.