CENTRAL TEXAS COLLEGE
SYLLABUS FOR POFI 2301
WORD PROCESSING

Semester Hours Credit: 3

INSTRUCTOR: _______________________
OFFICE HOURS: ______________________

I. INTRODUCTION

A. Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.

B. This is a required course in the Office Technology, Medical Office Technology, and Medical Documentation Specialist AAS degrees. This course is also a requirement on the General Office Assistant, Office Technology Professional, Office Technology Specialist, Medical Office Technology Professional, Medical Office Technology Specialist, and Medical Documentation Specialist certificates of completion. You will be required to demonstrate proficiency in the skills learned in this course in the internship or practicum courses.

C. This course in conjunction with other appropriate courses prepares students to enter secretarial, office administration, word processing, office management or health information management career fields. The course is designed primarily for occupational purposes but will be beneficial to anyone who wishes to improve keyboarding skills and learn a word processing software program.

D. Prerequisite: POFT 1329, Beginning Keyboarding.

E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of this course, Word Processing, the student will be able to:

A. Apply basic and advanced formatting skills and special functions to produce documents. (C1, C6, C7, C8, C15, C16, C17, C19)(F1, F2, F5, F7, F8, F9, F10, F16, F17)

B. Produce documents using word processing applications. (C1, C6, C8, C15, C16) (F1, F2, F5, F7, F8, F9, F10, F16, F17)

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C. Demonstrate an acceptable level of keyboarding skills with a minimum speed of 50 words per minute (wpm) with minimum proficiency. (C5, C6, C8, C15, C16, C19) (F8, F9, F11, F12, F13, F16, F17)

III. INSTRUCTIONAL MATERIALS

A. Instructional Materials for this course may be found at [www.ctcd.edu/books](http://www.ctcd.edu/books)

B. Supplies:
   1. Appropriate storage device for saving documents.
   2. Traditional students will need to buy one ream of 8 ½” by 11” bond typing paper (500 sheets)

IV. COURSE REQUIREMENTS

A. Production work. The student will read and complete each lesson’s production assignment and submit reports to the instructor indicating 0 (zero) errors or 100% accuracy for each lesson. Assignments are due at the end of the class period or at the end of the time allotted by the instructor. Criteria for grading all production work is mailability. Mailability means that all production work must be of the same quality that is required in the business and education communities. Assigned production work is worth 55% of your grade.

B. Final Exam. All production work must be completed and submitted to your instructor before taking the final exam. The final exam is worth 30% of your grade.

C. Five-Minute Timed Writings. The student will take approximately 50-60 five-minute timed writings during the semester. Listed below are the timed writing requirements and the points assigned to each speed:

<table>
<thead>
<tr>
<th>Speed Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 wam and up with 5 or less errors</td>
<td>A (100)</td>
</tr>
<tr>
<td>40 wam - 49 wam with 4 or less errors</td>
<td>B (90)</td>
</tr>
<tr>
<td>35 wam - 39 wam with 3 or less errors</td>
<td>C (80)</td>
</tr>
<tr>
<td>30 wam - 34 wam with 3 or less errors</td>
<td>D (70)</td>
</tr>
<tr>
<td>25 wam - 29 wam with 2 or less errors</td>
<td>F (60)</td>
</tr>
</tbody>
</table>
Any deviation from the copy will be counted as an error. The student must pass two timings from two different page numbers of any given speed range above in order to receive the points in that speed range. The student has the entire semester to get the two test timed writings in to the instructor. Only those five-minute timed writings which meet the standards may be recorded as a grade. The method of recording is words a minute over number of errors. The instructor will give specific directions as to what timed writing documentation to hand in and when. The two timings are worth 15% of your grade.

D. Attendance. Attendance in this class is extremely important. All class work and/or homework assignments must be turned in to the instructor. Accepting make-up work will be at the discretion of the instructor. Students are personally responsible for attending class and for arriving on time. Students must observe fundamental rules of courtesy toward the instructor, assistants, and other students. Students will remain quiet during the class time, especially when other students are taking timed writings.

When absence from class is necessary, for any reason, the student has the responsibility to arrange to complete any assignments missed during the absence and to prepare for the next class period. The missing of a previous class period in no way excuses the student for not being prepared for the next class period. If a student has failed to prepare for a class, the instructor is in no way responsible to that student since such repetition during class will slow the entire class to the extent that the class period’s objectives cannot be met.

V. EXAMINATIONS

A. Final Exam: The final exam will consist of producing a properly formatted and 100% accurate letter, memo, report, and table using Microsoft Word software (without the assistance of any keyboarding grading software). The instructor will grade these documents.

B. Points will be deducted for errors as follows:

<table>
<thead>
<tr>
<th>Error</th>
<th>Points Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typographical</td>
<td>-15</td>
</tr>
<tr>
<td>Spacing</td>
<td>-15</td>
</tr>
<tr>
<td>Formatting</td>
<td>-15</td>
</tr>
<tr>
<td>Punctuation</td>
<td>-15</td>
</tr>
<tr>
<td>Misspelled words</td>
<td>-15</td>
</tr>
<tr>
<td>Omission of word(s) (each)</td>
<td>-15</td>
</tr>
<tr>
<td>Improper alignments</td>
<td>-15</td>
</tr>
<tr>
<td>Failure to center tables vertically and horizontally</td>
<td>-15</td>
</tr>
<tr>
<td>Incorrect start line</td>
<td>-15</td>
</tr>
<tr>
<td>Incorrect margins</td>
<td>-15</td>
</tr>
</tbody>
</table>
VI. SEMESTER GRADE COMPUTATIONS

The student’s course grade is determined by performances on production work, timed writings and the final exam.

The student’s semester grade will be determined as follows:

A. Production assessments ................................................................. 30%
B. Timed writings ............................................................................... 30%
C. Practice work ................................................................................. 30%
D. Tests ............................................................................................. 10%

Total semester final grade .................................................................. 100%

For this course to be used to satisfy the requirements for an Office Technology certificate, the student must make at least a grade of C. The student may repeat the course until he or she achieves a grade of C or better. As a rule, D’s will not transfer to other colleges. Grading criteria will be based on the on the **Central Texas College grading system** listed below:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grades/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A/Superior</td>
</tr>
<tr>
<td>80-89</td>
<td>B/Above Average</td>
</tr>
<tr>
<td>70-79</td>
<td>C/Average</td>
</tr>
<tr>
<td>60-69</td>
<td>D/Passing, but Unsatisfactory</td>
</tr>
<tr>
<td>Below 60</td>
<td>F/Failure</td>
</tr>
<tr>
<td>n/a</td>
<td>W/Withdrawal</td>
</tr>
</tbody>
</table>

For this course to be used to satisfy the requirements for an Office Technology certificate, the student must make at least a grade of C. The student may repeat the course until he or she achieves a grade of C or better.
VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Withdrawal from Course: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student.

Application for Withdrawal will be accepted according to the following schedule:

- Friday of 3rd week for 5-week courses
- Friday of 4th week for 6-week courses
- Friday of 6th week for 8-week courses
- Friday of 7th week for 10-week courses
- Friday of 9th week for 12-week courses
- Friday of 12th week for 16-week courses

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. An Administrative Withdrawal: Results when a student is absent an excessive number of times as defined in the current Central Texas College catalog and/or other published amendatory documentation. In such a case, the student is dropped from the course with a grade of F.

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

C. An Incomplete Grade: In keeping with College policy, the instructor may grant an incomplete grade in cases in which the student had completed the majority of the course work, but because of extenuating circumstances, is unable to complete the requirement for the course. Prior approval from the instructor is required before the grade of “IP” is recorded. Deadline for changing the IP grade is 110
days after the scheduled end of the course. An IP grade can be replaced with the student’s actual grade, including an F; but it may not be replaced with a W. At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the IP will be converted to an FI and appear as an F on the student’s official transcript.

D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off or muted while the student is in the classroom or laboratory. Do not let your phone be a distraction in class. Take or make calls/texts outside of the classroom.

E. Americans With Disabilities Act (ADA): Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Scholastic Honesty: All students of the Office Technology program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

1. Plagiarism—the taking of passages or ideas from writings of others without giving proper credit to the source.
2. Collusion—working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.
3. Cheating—giving or receiving information on an examination, homework, or projects.
4. Students found guilty of scholastic dishonesty are subject to the Office Technology Department’s disciplinary action and CTC’s disciplinary committee; in addition, students are subject to having credit for courses canceled.
VIII. COURSE OUTLINE (Continuation from POFT 1329, Beginning Keyboarding)

A. **Part Three**: Correspondence, Reports, and Employment Documents, Units 9-12, Lessons 41-60

1. **Learning Outcomes**: Upon successful completion of **Part Three, Units 9-12**, and throughout the duration of the course, the student will achieve the following learning outcomes with at least 70% accuracy through portfolio assessments, objective tests, and timed writings:

   a. Demonstrate acceptable proofreading skills, including using proofreaders’ marks.
   b. Demonstrate improved speed and accuracy when operating the keyboard by touch.
   c. Demonstrate acceptable language arts skills in punctuation and grammar.
   d. Demonstrate acceptable language arts skills in composing and spelling.
   e. Use appropriate word processing commands to complete document processing activities successfully.
   f. Correctly format business and academic reports, business letters and personal business letters, memos, e-mail, and resumes.
   g. Demonstrate proficiency of keyboarding skills with proven accuracy.
   h. Answer questions with acceptable accuracy on an objective test.

2. **Learning Activities**:

   a. Lecture/demonstration of keyboarding program
   b. Completion of all lessons in keyboarding program

3. **Unit Nine Outline: Correspondence**

   a. Lesson 41 – Personal Titles and Complimentary
   b. Lesson 42 – Personal Business Letters
   c. Lesson 43 – Memos and E-Mail with Lists
   d. Lesson 44 – Letters with Indented Displays and Copy Nations and E-Mail with Copies
   e. Lesson 45 – Letters in Modified Block Style
4. **Unit Ten Outline: Reports**
   
a. Lesson 46 – Left Bound Business Reports with Indented Displays and Footnotes
b. Lesson 47 – Reports in APA Style
c. Lesson 48 – Reports in MLA Style
d. Lesson 49 – Report Citations
e. Lesson 50 – Preliminary Report Page

5. **Unit Eleven Outline: Employment Documents**
   
a. Lesson 51 – Resumes
b. Lesson 52 – Letters of Application
c. Lesson 53 – Interview Communications
d. Lesson 54 – Follow-up Letters
e. Lesson 55 – Integrated Employment Project

1. **Unit Twelve Outline: Skill building and In-Basket Review**
   
a. Lesson 56 – In Basket Review: Insurance
b. Lesson 57 – In Basket Review: Hospitality
c. Lesson 58 – In Basket Review: Retail
d. Lesson 59 – In Basket Review: Nonprofit
e. Lesson 60 – In Basket Review: Manufacturing

B. **Part Four**: Advanced formatting, Units 13-16, Lessons 61-80

1. **Learning Outcomes**: Upon successful completion of **Part Four, Units 13-16**, and throughout the duration of the semester, the student will achieve the following learning outcomes with at least 70% accuracy through portfolio assessments, objective tests, and timed writings:

   a. Demonstrate acceptable proofreading skills, including using proofreaders’ marks correctly.
b. Demonstrate improved speed and accuracy when operating the keyboard by touch.
c. Demonstrate acceptable language arts skills in punctuation, grammar, and mechanics.
d. Demonstrate acceptable language arts skills in composing and spelling.
e. Use appropriate word processing commands necessary to complete document processing activities successfully.
f. Correctly format e-mail, multipage correspondence, multipage reports, and tables.
g. Demonstrate proficiency in keyboarding skills with proven accuracy.
h. Answer questions with acceptable accuracy on an objective test.

2. Learning Activities:
   a. Lecture/demonstration of keyboarding program
   b. Completion of all lessons in keyboarding program

3. Unit Thirteen Outline: Skill Refinement
   a. Lesson 61 – Skill building and Letter Review
   b. Lesson 62 – Skill Building, Memo and E-Mail Review
   c. Lesson 63 – Skill Building and Report Review
   d. Lesson 64 – Skill Building and Table Review
   e. Lesson 65 – Skill Building and Employment Document Review

4. Unit Fourteen Outline: Correspondence
   a. Lesson 66 – Multipage Letters
   b. Lesson 67 – Special Correspondence Features
   c. Lesson 68 – More Special Correspondence Features
   d. Lesson 69 – Multipage Memos with Tables
   e. Lesson 70 – Memo Reports

5. Unit Fifteen Outline: Reports
   a. Lesson 71 – Itineraries
   b. Lesson 72 – Agendas and Minutes of Meetings
   c. Lesson 73 – Procedures Manual
   d. Lesson 74 – Reports Formatted in Columns
   e. Lesson 75 – Report Review

6. Unit Sixteen Outline: Tables
   a. Lesson 76 – Tables with Footnotes or Source Notes
   b. Lesson 77 – Tables with Braced Column Headings
   c. Lesson 78 – Tables in Landscape Orientation
   d. Lesson 79 – Multipage Tables
   e. Lesson 80 – Tables with Predesigned Formats