

Course Syllabus

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

Department : OFST

Course Title : Advanced Word Processing

Section Name : POFI 2440

Start Date : 08/22/2010

End Date : 12/10/2010

Modality : FACE-TO-FACE

Credits : 4

Instructor Information

Name : Nancy Stewart

OC Email : nstewart@odessa.edu

OC Phone # : 432-335-6486

Fall 2011 Office Hours

M 9:30-1:30

T 11-1

W 9-11

TH 11-1

F By Appointment Only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Advanced techniques in merging, macros, graphic, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications.

Prerequisites/Corequisites POFI 2401

[Scans](#) (1,2,3,4,6,8,9,10)

Course Objectives

1. *Create documents following directions in manuals. (4)
2. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. Format/Transcribe documents. (6)
4. *Proofread documents. (2)
5. Sort and select data. (6)
6. Merge for letters, envelopes, and labels. (6)
7. *Create, save, edit, and execute macros. (6)
8. *Create math columns and execute math functions. (3,9)

9. *Create newspaper columns and parallel columns. (3,6)
10. *Create, edit, store, and execute styles. (6)
11. *Create and execute outlines. (6)
12. *Create and edit footnotes and endnotes. (1,6)
13. *Create, edit, and perform mathematical functions using the table function. (3,6)
14. *Create simple equations. (6)
15. *Create table of contents and index. (6)
16. Import simple graphics and use simple graphic options. (8)
17. Read and follow instructions for document creations. (1)
18. Approach practical problems by choosing appropriate math techniques. (3)
19. Prioritize and allocate time for performance and follow schedules of work. (4)
20. Demonstrate use of bullets. (6)
21. Demonstrate line drawing. (8)
22. Demonstrate typing in boxes. (6)
23. *Create outline and paragraph numbering. (2,6)
24. *Create, edit, print graphics. (8)
25. Demonstrate cross-referencing master and subdocuments. (6)
26. Demonstrate advanced fonts and WordPerfect characters. (6)
27. Demonstrate line and text formatting. (6)
28. *Create and edit horizontal and vertical lines. (6)
29. *Create and place text boxes. (6)
30. *Create and print advanced graphics. (6)
31. *Create advanced tables and forms. (6,9)
32. Perform object linking. (6)
33. *Create and use button bar. (6)
34. Complete application tasks with 100 percent accuracy. (9)
35. Develop self-esteem through acquisition and application of skills. (10)
36. Demonstrate responsibility through meeting work schedule. (10)

- 37. Create a World Wide Web home page. (6)
- 38. Perform E-Mail. (6)
- 39. Demonstrate use of a windows browser. (6)
- 40. Demonstrate use of a Gopher. (6)
- 41. Demonstrate use of a FTP program. (6)
- 42. Demonstrate use of HTML tags. (6)
- 43. Utilize search engines. (6)
- 44. Create a bookmark list. (6)

*INDICATES INTEGRATED, CORECURRICULUM SKILLS

(Math,Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Mastering Applications in the Real World

Course Requirements (Lectures, Assignments and Assessments)

DATES	ASSIGNMENT	DESCRIPTION
8/22-9/2	Project1--Word	Set up Human Resource Dept
9/2-9/16	Project2?Word	Set up Feed Store
9/16-10/7	Project3?Word	Set up High School Drama Class
10/7-10/21	Project1?Excel	Set up Career Planning Center
10/21-11/4	Project3?Excel	Set up a Ranch
11/4-11/11	Project3?PowerPoint	Set upBistro
11/11-12/7	Create own Business	Pick a Business to create all paperwork using Office 2010

Grading Policy

Grading Scale:

Projects 50%

Business 50%

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss our concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).