

**POFI 2301  
Word Processing**

**Western Texas College**

- I. Basic Course Information:
  - A. Word processing software focusing on business applications.
  - B. Any required prerequisites: None.
- II. Student Learning Outcomes
  - A. Produce documents using word processing applications. Documents will be measured with rubrics.
- III. Major Course Requirements
  - A. Requirement: There will be 2 chapter exams.
  - B. Requirement: There will be a final exam over two chapters.
- IV. Information on Books and Other Course Materials
  - A. Book: *Go! With Microsoft Word 2010/ with ITLAB*; ISBN: 0132627531
  - B. Office 2010 Ultimate for Students
- V. Other Policies, Procedures and Important Dates are available in the [Catalog](#).
- VI. Course Organization and Schedule
  - A. Weekly Course Schedule

<b>Week Number</b>	<b>Section/Online Work</b>
Week 1	Syllabus and Moodle
Week 2	Chapter 1: Using the Common Features of Microsoft Office 2010
Week 3	Chapter 1: Using the Common Features of Microsoft Office 2010
Week 4	Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters
Week 5	Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters
Week 6	Exam: Chapter 1 & 2 and Lab Work
Week 7	Chapter 3: Creating Research Papers, newsletters, and Merged Mailing Lists
Week 8	Chapter 3: Creating Research Papers, newsletters, and Merged Mailing Lists
Week 9	Chapter 4: Using Styles and Creating Multilevel Lists and Charts
Week 10	Chapter 4: Using Styles and Creating Multilevel Lists and Charts
Week 11	Exam: Chapter 3 & 4 and Lab Work
Week 12	Chapter 5: Creating Web Pages and Using Advanced Proofing Options
Week 13	Chapter 5: Creating Web Pages and Using Advanced Proofing Options
Week 14	Chapter 6: Building Documents from Reusable Content and Revising Documents Using Markup Tools
Week 15	Chapter 6: Building Documents from Reusable Content and Revising Documents Using Markup Tools

Week 16	Final Exam – Chapters 5 & 6
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Disclaimer: Schedule and content is subject to change at the instructor's discretion.

Class/Lab Assignments	60%
Open Book Exams	20%
Final Exam	20%

Last Modified: August 19, 2015