

Angelina College  
Business Division  
ITSW 1301.001 Introduction to Word Processing  
Monday/Wednesday 11:25 a.m.—12:45 p.m. (Lab M/W 12:45-1:10 p.m.)  
Instructional Syllabus

**I. BASIC COURSE INFORMATION**

**A. Course Description:**

Word Processing--ITSW 1301 Introduction to Word Processing. An overview of the production of documents, tables, and graphics. Prerequisite: POFT 1429 or equivalent. Three lecture hours per week plus one hour lab per week.

**B. Intended Audience:**

This course is designed for any student who needs to learn the basics of word processing.

**C. Instructor:**

Name: Kay Cummings

Office Location: B102D

Office Hours: MW 8:30 – 11:00 a.m. and 1:00 – 3:00 p.m.

TR 8:30 – 9:30 a.m. and 1:00 – 3:00 p.m.

F 8:00 a.m. – 12:00 p.m. (other times by appointment)

Phone: (936) 633-5434

E-mail Address: kcummings@angelina.edu

**II. INTENDED STUDENT OUTCOMES:**

**A. Core Objectives Required for this Course**

- 1. Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2. Communication:** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
- 3. Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusion

**B. Course Learning Outcomes for all Sections**

1. Create, format, and edit technical documents.
2. Identify word processing terminology and concepts.
3. Use simple tools and utilities; and print documents.

**III. ASSESSMENT MEASURES:**

**A. Assessments for the Core Objectives**

- 1. Critical Thinking:** The specific learning activity that will be utilized for official assessment purposes will be to create, format, and edit technical documents by completing Level 1, Chapter 4 Assessment Assignment, *Formatting Pages* Documents. The student's performance of this specific learning activity will be assessed through utilization of the AC Critical Thinking Skills value rubric
- 2. Communication Skills:** The specific learning activity that will be utilized for official assessment purposes will be to define terminology through ten embedded questions within the Final Exam (includes all key terms and concepts covered in this course). The student's performance of this specific learning activity, will be assessed through utilization of the AC Communication value rubric
- 3. Empirical and Quantitative Skills:** The specific activity that will be utilized for official assessment purposes will be Level 2, Chapter 2, *Creating Charts*. The student's performance of this specific learning activity, will be assessed through utilization of the AC Empirical value rubric.

**B. Assessments for Core Learning Outcomes**

1. Students will demonstrate their ability to use Microsoft WORD software, for successful completion of creating, formatting, and editing technical documents.
2. Students will demonstrate their knowledge of the theory and techniques required for properly identify word processing terminology and concepts through studying and preparing for the Final Exam.

3. Students will demonstrate their ability to use Microsoft WORD 2016 tools, utilities, and printing of specific documents. Creating Charts with assistance of Excel software; using numeric data.

#### IV. INSTRUCTIONAL PROCEDURES:

##### A. Methodologies utilized in presenting course content (lectures, audio-visual presentations, discussions, examinations, student presentations, field trips, guest speakers, etc.)

##### B. Additional Methodologies that may be emphasized by the instructor

Methodologies used in this course include lectures and demonstrations from computer screen projections. These will be demonstrations to the group as a whole, as well as to individual students on their machines as needed. The student will be encouraged to ask questions at any time except when he/she is being tested on the use of the machine. Hands-on exercises will follow the lectures and demonstrations. Assessment assignments will be given to reinforce the information learned from the class-time.

#### V. COURSE REQUIREMENTS AND POLICIES:

##### A. Required Textbooks, Materials, and Equipment –

1. Rutkosky, Nita, and Audrey Rutkosky Roggenkamp *Microsoft Word 2016, Benchmark Series*. Level 1 & 2, St. Paul, MN: Paradigm Publishing, 2016. Student ISBN: 978-0-76386-981-6.
2. Textbook and Data Files  
Memory Stick
3. Folder  
Paper and pen

##### B. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

1. **Academic Assistance** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Sellestine Hunt Associate Dean of Student Services, Student Center, Room 200. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Hunt will assist you with the necessary information to do so.
2. **Discrimination** – Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101, [\(936\)-633-5292](tel:936-633-5292) or by email [shudman@angelina.edu](mailto:shudman@angelina.edu).
3. **Veterans** - You must comply with your specific attendance requirements in addition to the attendance requirements specified in this syllabus.
4. **Attendance** –You are expected to attend class regularly. According to Angelina College’s policy, an instructor may drop a student after 3 consecutive or 4 accumulative absences, and if the student wishes to be readmitted, the approval must come from the Dean of Instruction. If you are unable to complete this course, you must **withdraw by November 7, 2016, to receive a grade of ‘W’**.
5. **Additional Policies Established by the Individual Instructor** - Please be on time. Students who enter late not only disturb the class but also often mean that the instructor must stop the normal flow of instruction to stop and get the late student caught up to the point where the others are in the instruction process. Do not leave the classroom early unless it is an emergency. If tardiness, leaving class early, or absences become a problem, the grading scale may be revised to reflect the problem.

All make-up work is at the discretion of the instructor. When such make-up work is allowed, it is the responsibility of the student to arrange for it with the instructor and to complete it within a reasonable time. Make-up work is not normally accepted.

If you must bring a cell phone to class with you, please **turn off all audible signals**.

**VI. COURSE OUTLINE:**

**A. Assignments** - Description of the Course Activities, including due dates, schedules, and deadlines.

<b>Mon/Wed</b>	<b>11:25 a.m.—12:45 p.m. Lab (12:45—1:10 p.m.)</b>
<b>August 24</b>	<b>Introduction and Course Overview (Syllabus handout)</b>
29	Copy Data Files, Getting Started with WORD 2016
31	Level 1, Chapter 1: <i>“Preparing a Word Document”</i> (pp.3-30)
<b>September 5</b>	<b>Labor Day—Holiday</b>
7	Level 1, Chapter 2: <i>“Formatting Characters and Paragraphs”</i> (pp. 31-60)
12	Level 1, Chapter 3: <i>“Customizing Paragraphs”</i> (pp. 61-84)
14	Level 1, Chapter 4: <i>“Formatting Pages”</i> (pp. 85-116)
19	Extension for this Unit, if needed.
21	Complete unfinished work on Level 1, Chapters 1-4.
<b>26</b>	<b>Unit Test on Level 1, Chapters 1-4; Deadline for handing in assignments for Chapters 1-4 by 11:30 a.m. today.</b>
28	Level 1, Chapter 5: <i>“Applying Formatting and Inserting Objects”</i> (pp. 119-150)
<b>October 3</b>	Level 1, Chapter 6: <i>“Maintaining Documents and Printing Envelopes and Labels”</i> (pp. 151-182)
5	Level 1, Chapter 7: <i>“Creating Tables and Smart Art”</i> (pp. 183-222)
10	Level 1, Chapter 8: <i>“Merging Documents”</i> (pp. 223-248)
12	Extension for this Unit, if needed.
17	Complete unfinished work on Level 1, Chapters 5-8.
<b>19</b>	<b>Theory Test on Level 1, Chapters 6-8; Deadline for handing in jobs assigned for Chapters 6-8 by 11:30 a.m. today.</b>
24	Level 2, Chapter 1, <i>“Customizing Paragraphs and Pages”</i> (pp. 3-44)
26	Level 2, Chapter 2: <i>“Proofing Documents and Creating Charts”</i> (pp. 45-78)
31	Level 2, Chapter 3: <i>“Automating and Customizing Formatting”</i> (pp. 79-122)
<b>November 2</b>	Level 2, Chapter 4: <i>“Customizing Themes, Creating Macros, and Navigating in a Document”</i> (pp. 123-154)
7	Extension for this Unit, if needed.
9	Complete unfinished work on Level 2, Chapters 1-4.
<b>14</b>	<b>Theory Test on Level 2, Chapters 1-4; Deadline for handing in jobs assigned for Chapters 1-4 by 11:30 a.m. today.</b>
16	Level 2, Chapter 5: <i>“Inserting Special Features and References”</i> (pp. 157-190)
21	Level 2, Chapter 6: <i>“Creating Specialized Tables and Indexes”</i> (pp. 191-222)
22-25	Thanksgiving Holidays
28	Level 2, Chapter 7: <i>“Working with Shared Documents”</i> (pp. 223-256)
30	Level 2, Chapter 8: <i>“Protecting and Preparing Documents”</i> (pp. 257-282)
<b>December 5</b>	Complete unfinished work on Level 2, Chapters 5-8.
7	<b>Theory Test on Level 2, Chapters 5-8; Deadline for handing in jobs assigned for Chapters 5-8 by 11:30 a.m. today.</b>
<b>*12</b>	<b>Final Exam—11:00 a.m. – 1:00 p.m.</b>

**\*\*THIS COURSE OUTLINE IS SUBJECT TO MODIFICATION AT THE DISCRETION OF THE INSTRUCTOR.**

**\*Final Exam** - Comprehensive Written Examination worth 200 points; the test will cover the material in the first 20 chapters of your textbook.

**Final Exam date:** ITSW 1301.001, Monday, December 12, 2016, 11:00 a.m. – 1:00 p.m.

**VII. EVALUATION AND GRADING:**

**A. Grading Criteria** (percents, extra credit, etc.)

**Major Exams:** Four written exams at 100 points each (400 points total). Students should make every effort to take exams at the time they are scheduled. A student who misses an exam should plan to make up that exam during the next class he/she attends after having missed it. These exams will be given after the completion of each group of four chapters of material in your textbook. Approximately 20%

**Final Exam:** Comprehensive: 200 pts. Approximately 10%

**Chapter Quizzes:** Chapter quizzes given with each chapter. Approximately 10%

**Class Production:** Assessments at 10, 20 or 30 points each. Assessments should be completed on a continuous basis in order to complete the required work by the due dates. The assessments assigned should be handed in as the assessments for each chapter are completed, after which the instructor will then check them for errors. **Two points deducted for each error found (of any type--format, typing, name, etc.).** Deadline dates given for each unit of material. Approximately 60%

**B. Determination of grade** (assignment of letter grades) Approximate number of points (new textbook)

Four Major Tests:	400	points (100 points each)
Chapter Quizzes:	200	points
Class Production:	1200	points
Final Examination:	<u>200</u>	<u>points</u>
Total Points	=	2000 points

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 or below

**The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.**