Midland College
Master Syllabus
Fall 2026

ITSW 1301 – Introduction to Word Processing (3-1-0)

INSTRUCTORS: Christina Mann (Secs. EFC1, EFC2, EFC3); Andrea Montes (Secs. BH01, BW01)

COURSE DESCRIPTION

An overview of the production of documents, tables, and graphics. The student will identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents.

PREREQUISITE: POFT 1227 or instructor permission.

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Identify word processing terminology and concepts.
- Create technical documents.
- Format and edit documents.
- Use simple tools and utilities.
- Print documents.

PARTICIPATION STATEMENT: Students must actively participate by completing an academic assignment by the official census date. Students who do not do so, may be dropped from the course.

REQUIRED COURSE MATERIALS: Will be current. Students should contact their instructor prior to purchasing the text and supplies to confirm required course materials.

STUDENT CONTRIBUTIONS, RESPONSIBILITES AND CLASS POLICIES: Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

ACADEMIC INTEGRITY: Refer to Midland College's Scholastic Dishonesty and Academic Misconduct policy: https://www.midland.edu/about/public-info/scholastic-dishonesty.php

HONORS PROGRAM: Students interested in taking a course for honors credit, should contact their instructor. Refer to the Midland College Honors Program webpage for more details: https://www.midland.edu/academics/honors.php

DROPPING THE COURSE: Check the MC College Calendar for the last day to withdraw from the course and receive a "W." Please talk to the instructor before withdrawing.

EVALUATION OF STUDENTS: Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

NON-DISCRIMINATION STATEMENT: Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. For information and inquiries

regarding Midland College's non-discrimination policies, go to:
https://www.midland.edu/about/tix/index.php

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

DISABILITY SUPPORT SERVICES: Any student who, because of a disabling condition, may require some special arrangements to meet course requirements should contact disabilities support services as soon as possible at: https://www.midland.edu/services-resources/accommodation-services.php

Conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation. Accessibility Links can be found on the Pages tab in Canvas.

BUSINESS & INFORMATION TECHNOLOGY DIVISION OFFICE CONTACT INFORMATION

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