



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

**Course Title:**

**Advanced Word Processing**

**Course Prefix and Number:**

**POFI 2440**

**Department – Division:**

**Business and Computer Science Division**

**Course Type** – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
4	3	1

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

**Course Catalog Description**

A continuation course designed to provide experience producing complex documents using advanced word processing functions of word 2007 software. Students will continue to develop accuracy, formatting, and document production skills. Emphasis is placed on learning and applying word publishing and macro functions while applying proofreading and editing skills. All assignments will be completed in Word 2007.

This is not a self paced course. There are due dates for the assignments. Starting with week one, there are assignments due each week. Example: Week 1 assignments are due Saturday of the first week. There are also cut off dates. These are the dates that the assignments will no longer be accepted. Example: Week 1 assignments cutoff date is Wednesday of the second week.

## Prerequisites/co requisites

- POFI 2401 – Word Processing I or knowledge of basic features of Word 2007.
- Internet connection with an e-mail address.
- MicroSoft Word 2007 software. If you do not have Word 2007, it must be purchased before you can take the course.

## Textbook Information

*Microsoft Word 2007 – Windows XP Version, Signature Series*, by Nita Rutkosky and Audrey Rutkosky Roggenkamp, Paradigm Publishing, Inc., 2007, includes a Student Data CD.

ISBN: 978-0-76383-026-7

TVCC students on all campuses will be able to access textbook information online for classes they plan to enroll in or are currently enrolled in. The information will include the title of the required textbook(s) for each class, ISBN #'s, author, edition, and current price of the new and/or used books. Students will also have the option to purchase textbooks through the TVCC Bookstore and have them shipped to their address. These purchases can be made by using their credit card—MasterCard, Visa, or Discover. There will be a shipping charge added to the order.

Students may access the site in several ways:

- By using the link on the TVCC home page.
- By going to the bookstore link on the TVCC home page, then to the online textbook information link.
- Distance Learning (VCT) students will have a link on the General Information tab at that site.
- By going directly to [www.tvcc.bkstr.com](http://www.tvcc.bkstr.com)

## Optional Text(s)

none

## Topical Outline

1. Merging Documents
2. Sorting and Selecting
3. Managing Lists

4. Managing Page Numbers, Headers, and Footers
5. Managing Shared documents
6. Inserting and Customizing Quick Parts
7. Customizing AutoCorrect and Word Options
8. Customizing Themes
9. Formatting with Styles
10. Protecting and Preparing Documents
11. Inserting Endnotes, Footnotes, and References
12. Creating Indexes
13. Creating Specialized Tables
14. Creating Forms
15. Creating forms with Legacy Tools

<b>Course Learning Outcomes</b>
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Upon successful completion of Unit 4, the student will be able to acquire the following learning outcomes:

Chapter 16	<ol style="list-style-type: none"> <li>1. Learn about the Merge feature</li> <li>2. Create a data source file and customize it (delete fields, add a field)</li> <li>3. Create a main document with regular and composite merge fields</li> <li>4. Preview a merge and then perform a merge using files created earlier</li> <li>5. Merge to envelopes using a data source file created earlier</li> <li>6. Merge to labels using a data source file created earlier</li> <li>7. Merge to a directory (a list) using a data source file created earlier</li> <li>8. Select and edit records in a data source file</li> <li>9. Use a fill-in field to pause the merge, allowing for user input</li> <li>10. Use the Mail Merge wizard</li> </ol>
Chapter 17	<ol style="list-style-type: none"> <li>1. Learn three methods for sorting text within a document in a paragraph, column, and table</li> <li>2. Master selecting and sorting of records in a data source</li> <li>3. Use the Find duplicate records</li> <li>4. Gain extensive knowledge in how to select specific records within the Mail Merge system</li> </ol>
Chapter 18	<ol style="list-style-type: none"> <li>1. Use the Bullets and Numbering buttons to insert bullets and numbering before specific paragraphs of text</li> <li>2. Create and define custom bullets</li> <li>3. Use Find and Replace to insert special characters</li> <li>4. Create multilevel list numbering formats</li> <li>5. Insert hyphens and non-breaking spaces</li> </ol>

Chapter 19	<ol style="list-style-type: none"> <li>1. Change default settings and set custom Page Numbering</li> <li>2. Insert predesigned headers and footers and customize headers and footers</li> <li>3. Navigate between headers and footers</li> <li>4. Insert elements and create unique headers and footers</li> <li>5. Print sections of documents and specific pages</li> <li>6. Avoid Widows and Orphans and insert soft page breaks</li> </ol>
Chapter 20	<ol style="list-style-type: none"> <li>1. Insert comments in a document in comment balloons or in the Reviewing pane; navigate existing comments; and edit, print, or delete comments</li> <li>2. Track changes in a document and change user information</li> <li>3. Alter the display of comments while reviewing them</li> <li>4. Customize Track Changes options (how text displays, for example)</li> <li>5. Navigate to revisions and accept or reject them</li> <li>6. Compare two different documents and customize the Compare options</li> <li>7. Combine reviewed documents to form one completed document</li> <li>8. Show or hide source documents used in the Compare group</li> </ol>

Upon successful completion of Unit 5, the student will be able to acquire the following learning outcomes:

Chapter 21	<ol style="list-style-type: none"> <li>1. Use, edit, and delete predesigned building blocks in the construction of a document; create and save custom building blocks</li> <li>2. Become adept at inserting fields into a document</li> <li>3. Insert and update fields that can be used in merged documents</li> </ol>
Chapter 22	<ol style="list-style-type: none"> <li>1. Add words and symbols to and delete words and symbols from AutoCorrect</li> <li>2. Use and explore options at the AutoCorrect dialog box</li> <li>3. Customize the Quick Access toolbar</li> <li>4. Change and customize Word options</li> </ol>
Chapter 23	<ol style="list-style-type: none"> <li>1. Create custom theme fonts and custom theme colors and apply theme effects</li> <li>2. Work with colors at the Colors dialog box</li> <li>3. Create, use, edit, and save custom theme fonts and themes</li> <li>4. Set the reset button for themes or theme colors</li> </ol>

Chapter 24	<ol style="list-style-type: none"> <li>1. Change the Quick Styles set (the default) and apply styles</li> <li>2. Create new styles in various ways, including from existing formatting or styles</li> <li>3. Modify styles and learn about saving and deleting customized Quick Styles</li> </ol>
Chapter 25	<ol style="list-style-type: none"> <li>1. Protect, restrict permission, format, and edit in a document</li> <li>2. Save documents as read-only, modify documents, mark documents as final, use a password, and run the compatibility checker</li> <li>3. Inspect and encrypt a document and apply, edit, and insert digital signatures</li> </ol>

Upon successful completion of Unit 6, the student will be able to acquire the following learning outcomes:

Chapter 26	<ol style="list-style-type: none"> <li>1. Create and edit footnotes and endnotes</li> <li>2. Insert and edit (or delete) sources and citations</li> <li>3. Insert, edit, and format, bibliographies</li> </ol>
Chapter 27	<ol style="list-style-type: none"> <li>1. Be introduced to Word's index feature</li> <li>2. Mark entries for and insert an index</li> <li>3. Create and use bookmarks for index entries</li> <li>4. Mark text for index entries that span more than a page</li> <li>5. Create and use a concordance file to mark entries for and insert an index</li> </ol>
Chapter 28	<ol style="list-style-type: none"> <li>1. Use styles to mark entries for a table of contents</li> <li>2. Mark figures or clip art images as captions to generate a table of figures</li> <li>3. Access and modify specialized tables options</li> <li>4. Follow the exercise in the text to learn about the Table of Authorities feature</li> </ol>
Chapter 29	<ol style="list-style-type: none"> <li>1. Understand the premise of forms created in Word and associated terminology</li> <li>2. Create and design various forms, insert content controls and form fields of various kinds, and turn on form protection</li> <li>3. Fill in a form</li> <li>4. Edit forms and insert instructional text to ensure data entry consistency</li> <li>5. Use and customize picture content controls and modify other form control properties</li> </ol>

Chapter 30	<ol style="list-style-type: none"> <li>1. Create a form template and insert form controls (text form, check box)</li> <li>2. Populate forms with data</li> <li>3. Print forms or text/data only from the form</li> <li>4. Customize form field options to control or restrict data input</li> </ol>
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### **Course Completion Requirements**

- Read the assigned chapters before starting on the assignments.
- Complete all the exercises in each chapter.
- Submit the assignments when due.
- Submit the tests when due.
- Beware of the due dates and cut off dates and abide by them.
- Do not get behind. Check calendar for due dates.

### **3 Units or Modules in the Course**

The student will work through 3 units or modules to complete the course. At the end of each unit, the student will take a test. The unit grade will consist of the following:

- a. Theory Checkup (Multiple Choice type questions - online)
- b. Performance Assessment (3 problems)
- c. Skill Assessments (Assigned problems from Text – daily grade: assigned problems)
- d. Photo for classroll (Module 1 only)

### **Due Dates and Cut Off Dates**

There is a due date and a cut off date for each week's assignments.

- Unit 4 - Unit 4 Performance Assessment available the entire 5<sup>th</sup> week.
- Unit 4 Performance Assessment due Thursday of 5<sup>th</sup> week.
  - Weekly assignments should be turned in weekly. Check calendar for due dates and cut off dates. (Cut off date is the date the weekly assignments will no longer be accepted.)
  - No work accepted for Unit 4 after end of 5<sup>th</sup> week.
- Unit 5 - Unit 5 Performance Assessment available the entire 10<sup>th</sup> week.
- Unit 5 Performance Assessment due Thursday of 10<sup>th</sup> week.
  - Weekly assignments should be turned in weekly. Check calendar for due dates and cut off dates. (Cut off date is the date the weekly assignments will no longer be accepted.)
  - No work accepted for Unit 5 after end of 10<sup>th</sup> week.

- Unit 6 - Unit 6 Performance Assessment available the entire 15<sup>th</sup> week.
- Unit 6 Performance Assessment due Thursday of 15<sup>th</sup> week.
  - Weekly assignments should be turned in weekly. Check calendar for due dates and cut off dates. (Cut off date is the date the weekly assignments will no longer be accepted.)
  - No work accepted for Unit 6 after end of 15<sup>th</sup> week.

If Units 4 & 5 are not completed and turned in by Drop Day, the instructor MAY drop the student from the course.

### **Computer Time Required**

Approximately four to six hours per week of computer time is recommended to complete assignments.

### **Relationship to General Education Outcomes**

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

### **Material/Technology to be supplied by the student.**

Internet connection with an e-mail address. Microsoft Word 2007 software.  
Internet tools will be utilized in the completion of this course.

## Course Requirements/Grading System

**METHODS OF INSTRUCTION:** This is an internet class. The students will do the exercises and assigned problems in the textbook. The exercises give step-by-step directions on how to complete the function described, then the students apply the learned function to the assigned problems.

**METHODS OF EVALUATION:** Students will be evaluated on the Unit Tests (Performance Assessments which contains three problems), Theory Tests (written evaluations of their knowledge), an Daily Assignments (Skill Assessments).

### Grading

40% of final grade = Skill Assessments (All Graded Assignments).\*

40% of final grade = Performance Assessments (3 unit assessments).

20% of final grade = Three theory checkups.

5% of Part 4 grade = Photo for class roll.

\*A perfectly completed assignment will receive a score of 5.0 points. A half-point (0.5) will be deducted for each error.

Scale for completed assignments:

0 errors - 5.0

1 error - 4.5

2 errors - 4.0

3 errors - 3.5

4 errors - 3.0

5 errors - 2.5

6 errors - 2.0

7 errors - 1.5

8 errors - 1.0

9+ errors - 0.5

The student will receive points for graded assignments, 3 theory checkups, 3 performance assessments, and class roll photo.

### **POINT SCALE:**

A = 1365-1525   B = 1213-1364   C = 1060-1212   D = 908-1059   F = 907 & below

### Course Outline by Weeks

Week	Course Topics/Skill Area	Resources
1	Merging Documents	Chapter 16
2	Sorting and Selecting	Chapter 17
3	Managing Lists/Managing Page Numbers, Headers, and Footers	Chapters 18/19
4	Managing Page Numbers, Headers, and Footers/Managing	Chapters 19/20

	Shared Documents	
5	Unit 4 Performance Assessments <b>Unit 4 Test (3 problems) and Theory 4 Checkup</b>	Unit 4
6	Inserting and Customizing Quick Parts	Chapter 21
7	Customizing AutoCorrect and Word Options/Customizing Themes	Chapters 22/23
8	Customizing Themes/Formatting with Styles	Chapters 23/24
9	Formatting with Styles/Protecting and Preparing Documents	Chapters 24/25
10	Unit 5 Performance Assessments <b>Unit 5 Test (3 problems) and Theory 5 Checkup</b>	Unit 5
11	Inserting Endnotes, Footnotes, and References	Chapter 26
12	Creating Indexes	Chapter 27
13	Creating Specialized Tables	Chapter 28
14	Creating Forms	Chapter 29
15	Unit 6 Performance Assessments <b>Unit 6 Test (3 problems) and Theory 6 Checkup</b>	Unit 6