



**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	3

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.

## **Prerequisites/co requisites**

POFI 2401 – Word Processing I or knowledge of basic features of Word 2007.

## **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

## **Course Learning Outcomes**

Upon completion of this course the student will be able to...

1. Format and edit business correspondence using mail merge.
2. Sort text in paragraphs, columns, and tables.
3. Inserting custom numbers, bullets, multilevel list numbering, and inserting special characters, hyphens, and non-breaking spaces.
4. Format report documents using special features such as footnotes, endnotes, references, finding and replacing text and formatting, adding advanced borders and shading, and automatically summarizing documents.
5. Create custom theme colors, theme fonts, and apply theme effects.
6. Create, modify, and apply styles.
7. Work with shared documents, tracking changes, inserting comments, working with multiple versions of documents, send and route documents, create templates and master and subdocuments.
8. Create specialized tables, such as tables of contents, tables of figures, and indexes.
9. Prepare, protect, and fill-in electronic forms.
10. Share data, import data and objects, create hyperlinks, and edit web pages.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

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.

**Required Text(s)**

*Copy of current textbook in the Trinity Valley Community College bookstore.*

**Optional Text(s)**

none

**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** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which

each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

**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 prerequisite exercise will receive a score of 1.0 point and 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

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by <b>Del Spencer</b>	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date