

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 598

**COURSE TITLE**

WORD PROCESSING:PROJECTS

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course offers continued study and application of advanced word processing. Instruction includes desktop publishing and presentation techniques, and features to independently plan, design and develop advanced multi-task personal or business projects. (FT)

**LECTURE/LABORATORY HOURS**

54

NOTE: In order to earn one (1) unit of high school credit, students will be required to complete an additional 16 hours of work in an open lab for a total of 70 hours.

**ADVISORIES**

Completion of OFSY 599, Word Processing:Advanced or equivalent.

**RECOMMENDED SKILL LEVEL**

NONE

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.
3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

### INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

#### 4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

### COURSE GOALS

To demonstrate and guide students in the research, planning and application of advanced word processing, desktop publishing, and presentation features and techniques. Provide opportunities for students to study and analyze elements of design/page layout and apply to hands-on projects. Direct students in activities to clearly define and identify the purpose of a particular project and how it relates to the end user or target audience. Enhance students' creativity and organizational skills. Foster independent and group problem solving skills.

### COURSE OBJECTIVES

After successful completion of this course, the student will be able to demonstrate orally, in writing or through hands-on activities that they are able to:

1. Identify the purpose of the project and the targeted audience or end user.
2. Evaluate the content and prioritize steps to complete a project.
3. Identify and demonstrate the use of elements of design.
4. Use a variety of advanced graphics techniques and visual elements to supplement or clarify text, design creative page layouts and enhance the visual presentation of projects.
5. Use presentation skills that add impact.
6. Use linking and embedding techniques and distinguish between them.
7. Use a variety of resources and on-line help to assist in individual or group decision making.

## **SECTION II**

### COURSE CONTENT AND SCOPE

All topics of the course contain the following:

1. System Description
  2. Component Function
  3. Trouble Shooting Procedures
  4. Related Terminology
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1. Production Requirements
    - 1.1. Complex multi-function documents or projects of all types, including desktop publishing and presentation graphics
    - 1.2. Independent research and decision making in document/project creation
    - 1.3. Extensive editing and manipulation of components of complex documents

### COURSE CONTENT AND SCOPE (CONTINUED)

2. Plan and Create Original Documents
3. Edit and Manipulate Text and Files Within and Between Documents and Application Software Programs (OLE)
4. Utilize Reference and Resource Materials Pertinent to Project Planning, Design and Completion

### APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, instructor-written handouts, manuals and relevant industry periodicals or resource materials.

### WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a portfolio of class projects, providing written answers to questions related to project planning or content, preparation of step-by-step procedures for project completion, or design and preparation of original presentation materials. Writing assignments will enable students to demonstrate understanding of advanced word processing/desktop publishing or presentation terminology and features.

### OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts or reference materials and resources required for successful completion of projects. Planning and analysis of appropriate projects. Volunteer for course-related work, involving design and completion of needed projects, such as forms, flyers, or advertising materials.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of readings and reference materials, design and selection of appropriate features or application software to complete a project, understanding limitation of desktop publishing features, incorporation of appropriate design elements, prioritizing multi-task projects.

### EVALUATION

Evaluation will be based on, but not limited to, the following criteria:

1. Written and practical tests.
2. Completion of assigned hands-on projects.
3. Attendance and punctuality.
4. Completion of performance objectives.
5. Participation in class and team-work.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture, lab, demonstration, individualized study, audio-visual aids, tutorials, and group or team work. Other unique instructional strategies such as field trips, job shadowing, volunteering, and guided student job assignments, may be utilized.

TEXTS AND SUPPLIES

Texts must be current and relevant to the software being used, such as:

*Course Guide: Microsoft Word Illustrated ADVANCED*, Jennifer Duffy, Carol M. Cram, Marie L. Swanson, latest edition

*Succeeding in Business Applications with Microsoft Office: A Problem-Solving Approach*, Karin Bast, Debra Gross, Frank Akaiwa, Gerard Flynn, Theresa Flynn, Leon Cygman, latest edition

*Performing With Word Processing Applications: Word Processing, Desktop Publishing, and Web Applications*, Iris Blanc, latest edition

*Microsoft Office - Illustrated Projects*, Carol M. Cram, latest edition

Supplies:

Storage media (i.e. a Zip disk, flash or thumbnail drive).

PREPARED BY Office Systems Professors DATE April 21, 1987

REVISED BY Marcy Schroeder DATE September 15, 1989

REVISED BY Sherry M. Coffey DATE February, 1, 1996

REVISED BY Sharian Lott DATE February 22, 2007

REVISED BY Instructional Services/SLO's Added DATE April 25, 2013

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog