

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 599

**COURSE TITLE**

WORD PROCESSING:ADVANCED

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course is a review and continuation of study and application of the text editing features of word processing software. Instruction includes: page formatting and layout commands, advanced merge techniques, document assembly, sort, forms, complex tables and columns, math functions, styles, outlines, fonts, macros, graphics, multiple windows, importing/exporting files, introductory web design, and advanced document customization and print techniques.  
(FT)

**LECTURE/LABORATORY HOURS**

54

**ADVISORIES**

Completion of OFSY 596, Word Processing:Beginning or equivalent.

**RECOMMENDED SKILL LEVEL**

NONE

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by leaning 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 hands-on activities using the advanced page and layout formatting techniques and automated features of the word processing software to expedite planning, enhance the organization, readability, and visual presentation of documents. Provide opportunities for students to prioritize, critically analyze, plan, and evaluate alternative methods or techniques to successfully complete routine and complex word processing projects. Direct students in "real world" task experience to increase awareness of necessary job skills and a wide variety of word processing related career opportunities. Provide opportunities for students to solve problems independently and in teams using a variety of resources. Enhance students' reading, writing, math, and communication skills through practical task completion. Students who successfully complete the course will be qualified for entry-level employment utilizing word processing skills.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1. Use advanced page and layout formatting techniques, automated numbering and outlining, multiple columns, and tables to enhance the organization, and readability of business and personal documents.
2. Automate the preparation of business or personal documents and avoid unneeded repetitive keying through the use of timesaving techniques and features such as macros, document assembly, and advanced merge techniques.
3. Use the features of tables and forms to arrange and display data, and to calculate, customize, and create a variety of business forms such as expense reports, invoices, and simple charts.
4. Use the merge features of the word processing program to select, organize, and maintain database records.
5. Use styles to efficiently prepare, edit, and maintain formatting consistency within multiple-page or similar business documents.
6. Use a variety of graphics features to supplement or clarify text, design creative page layouts, and enhance the visual presentation of documents.
7. Incorporate information with other files and applications as in embedding, importing, or linking data into a table, text file, or merge data file.
8. Use automated generating features to manage the organization and referencing of sections of large documents including internal and external links.
9. Use word processing web design features.
10. Recognize situations where the use of a specific word processing technique is appropriate.

COURSE OBJECTIVES (CONTINUED)

11. Relate acquired computer and word processing skills to a variety of personal or employment opportunities.
12. Share files using the “Cloud” and setup appropriate level of access.

**SECTION II**

COURSE CONTENT AND SCOPE

All topics of the course contain the following:

1. System Description
2. Advanced Word Processing Concepts
3. Trouble Shooting Procedures
4. Related Terminology
5. Advanced Function/Editing Techniques
  - 5.1. Advanced page and layout formatting
  - 5.2. Advanced merge
  - 5.3. Document assembly
  - 5.4. Complex tables with math functions and formulas
  - 5.5. Use of multiple windows
  - 5.6. Sort/select files
  - 5.7. Forms
  - 5.8. Macros
  - 5.9. Outlines
  - 5.10. Styles, fonts
  - 5.11. Graphics and SmartArt
  - 5.12. Import/export files and links
  - 5.13. Append files
  - 5.14. Customization and web objects
  - 5.15. Advanced print techniques
  - 5.16. Create and use templates
6. Production Requirements
  - 6.1. Tables
  - 6.2. Newsletters, announcements, letterheads, business presentation materials
  - 6.3. Graphics and images
  - 6.4. Outlines
  - 6.5. Table of contents, indexes, lists
  - 6.6. Complex, multi-page documents
  - 6.7. Advanced merge documents
  - 6.8. Forms, including labels
  - 6.9. Digital signature

### COURSE CONTENT AND SCOPE (CONTINUED)

7. Design and Setup of Original Documents
8. Editing and Manipulating Text and Technical Data Within Documents and Applications
9. Share files using the “Cloud” and setup appropriate level of access

### APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, instructor-written handouts, manuals, and relevant internet articles related to trends in office technology.

### WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a portfolio of class projects including written references, providing written answers to questions related to specific word processing techniques and/or choices, rewriting text to improve grammar and style and clarity of meaning, organization and preparation of a written step-by-step procedure for a complex word processing procedure or macro, design and preparation of original presentation material, research and recommend online forms. Writing assignments should utilize writing tools and enable students to demonstrate their understanding of complex word processing features.

### OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts, assigned reference materials or handouts required for successful completion of word processing tasks, analyzing, organizing and preparing written answers to assigned questions or projects, design a macro to accomplish an automated multi-operation task.

### 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 to complete a project, understanding the limitations of features, planning and preparation of merge data and form files to produce multiple related documents such as envelopes, mailing lists, and labels, determining order of operations and simple formulas, organizing and determining steps to accomplish multi-operation tasks.

### 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.
6. Portfolio of class projects.

EVALUATION (CONTINUED)

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, group or team work. Other unique instructional strategies such as field trips, computer access and guided student job assignments, may be utilized. This course or a section of this course may be taught through distance education.

TEXTS AND SUPPLIES

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

*New Perspectives on Microsoft Office*, Ann Shaffer, Patrick Carey, Kathy Finnegan, Joseph J. Adamski, Beverly Zimmerman, latest edition

*Introductory Concepts and Techniques*, Premium Edition, Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, latest edition

*Microsoft Word*, Nita Rutkosky, Paradigm, latest revision

Supplies:

Storage media.

PREPARED BY Sherry M. Coffey DATE August 17, 1995

REVISED BY Sharian Lott DATE February 22, 2007

REVISED BY Instructional Services/SLO's Added DATE June 1, 2011

REVISED BY Maria Reyes-Niemeyer DATE November, 2012

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