

COURSE TITLE AND NUMBER: ADVANCED WORD PROCESSING OAS 263

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# North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised: October 4, 2004

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DIVISION/AREA: Business and Technology

DEPARTMENT:

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DIVISION DIRECTOR: Robert J. Marsh, Ph.D.

ORIGINATOR:

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DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

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TOTAL HOURS OF INSTRUCTION: LECTURE: 3 LAB: 0 TOTAL CONTACT HOURS: 52.80

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COURSE NUMBER: OAS 263

CREDIT HOURS: 3.0

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COURSE TITLE: Advanced Word Processing

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TRANSFERABLE YES: NO: X TO:

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PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: OAS 252 or equivalent word processing

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CATALOG DESCRIPTION: This course is designed to expand the student's understanding of information processing through further study of principles, practices and systems. Emphasis will be placed on advanced operations and features of word processing including advanced line formatting, formatting with templates and macros, draw features, creating tables, indexes, charts, merging, sorting and selecting, integrating and creating fill-informs. The skills acquired can be applied to advanced word processing features in any type of business office. Prerequisite: OAS 253 or equivalent Word expertise.

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#### GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
  - Write and speak effectively
  - Independently acquire knowledge
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#### COURSE OBJECTIVES & OUTCOMES:

- Manipulate the length of lines with hyphenation.
- Insert bookmarks and annotations into Word documents.
- Create and use macros.
- Enhance the appearance of text with borders, frames, and pictures.
- Draw shapes, create and edit text boxes, and create callouts with the Draw program.
- Create and edit text in WordArt.
- Compose scientific equations using the Equation Editor.
- Browse the World Wide Web and create a Web home page and hyperlinks.
- Create and format tables.
- Perform mathematical calculations in tables.
- Create and format charts from tables.

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- Format text into newspaper side-by-side columns.
  - Create styles and apply formatting commands to text using styles.
  - Sort and select text in paragraphs, tables, and data source files.
  - Create and format text into outlines.
  - Create and edit a fill-in form template.
  - Create a table of contents, index, table of figures, and table of authorities.
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**METHODS OF INSTRUCTION:**

- Lectures
  - In class exercises
  - Homework assignments
  - Projects
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**METHODS OF EVALUATION:**

- Participation
  - Lab exercises
  - Homework
  - Quizzes
  - Exams
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**REQUIRED TEXTS:**

New Perspectives on Microsoft Office Word 2003, Comprehensive  
 Zimmerman, Zimmerman and Shaffer  
 Thomson Course Technology, 0-619-20669-1

**OPTIONAL SUPPLEMENTARY MATERIALS:**

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Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Learning Support Services (LSS) at (231) 348-6682 to arrange services for this course.

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**TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:**

<b>Week</b>	<b>Chapter, Topic</b>
1	Chapter 17 Special Features Ch 17, Ex. 01-9 (selected)
2	Chapter 18 Borders and Clip Art Ch 18, Ex. 01-13 Ch 17 SA (all)*
3	Chapter 19 Microsoft Draw Ch 19, Ex. 01-14 Ch 18, SA*
4	Chapter 20 Word Art/Equation Editor/Internet Ch 20, Ex. 01-08 Ch 19, SA* Ch 21, Ex. 01-04

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5	Theory Test 4 SA 20+21 Unit 4 Performance Assessments Optional Supplemental Activities
6	Chapter 22 Ch 22, Ex. 02-23 various
7	Chapter 23 Ch 23, Ex. 01-12 Ch22, SA
8	Chapter 24 Ch 24, Ex. 01-09 Ch 23, SA
9	Chapter 25 Ch 25, Ex 01-05 Ch 25, Ex. 08-11 Review for Unit 5 and Theory Test Ch 24, SA
10	Unit 5 Performance Assessments Unit 5, PA 01* Unit 5, PA 04* Unit 5, PA 02* Unit 5, PA 05* Unit 5, PA 03* Unit 5, PA 06*
11	Chapter 26 Ch 26, Ex. 01-08 Ch 26, SA
12	Chapter 27 Ch 27, Ex 01-08 Ch 26, SA
13	Chapter 28 Chapter 27 SA XXX Template Doc. Ch 28, Ex. 02 XXX Ch 28, Ex. 05 Ch 28, Ex. 06 XXX Ch 28, Ex. 07 Ch 28, Ex. 08
14	Chapter 28, continued Misc exercises
15	Chapter 29 Ch 29, Ex. 01-05 Ch 29, SA Ch 29, Concord File Ch 29, Ex. 07-10 Ch 28, SA Review for Unit 6 and Theory Test
16	Unit 6 Performance Assessments Unit 6, PA 01* Unit 6, PA 04* Unit 6, PA 02* Unit 6, PA 05* Unit 6, PA 03* Unit 6, PA 06* Optional Supplemental Activities

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON: 10/11/04