I. **OVERVIEW**
The following information will appear in the 2010 - 2011 catalog

**OFADM 231 Intermediate Word Processing**

*Also offered as: CMPSC - 231: Intermediate Word Processing*

*Recommended for Success: Before enrolling in this course, students are strongly advised to have completed OFADM 203 and either OFADM 330 or CMPSC 274.*

Intermediate word processing features such as mail merge, styles, graphics, tab, and sorts. Features will be applied in creating business documents.

Field trips are not required. (A-F or P/NP - Student choice) Lecture /Lab

**Transfer:** (CSU)

II. **LEARNING CONTEXT**

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**

   Review of operating system and word processing software features.

   a. Presentation of intermediate formatting features.

   b. Description of different typfaces and fonts and how they are used on printers including laser printers.

   c. Presentation of various types of business documents.

   d. Presentation of the use of styles

      i. Application

      ii. Keystrokes

      iii. Editing

      iv. Nesting

      v. Chaining

   e. Presentation of merge features

      i. Usage of primary/secondary files

      ii. Keystrokes

      iii. Commands

      iv. Application to various types of documents
f. Presentation of sort and select
   i. Keystrokes
   ii. Definition of keys
   iii. Types of select and sorts
   iv. Application to merges

g. Master document
   i. Elements
   ii. Storage/retrieval
   iii. Condensed and format

h. Graphic elements
   i. Images
   ii. Ruling lines
   iii. Placement
   iv. Sizing
   v. Rotations

i. Typographic elements
   i. Typefaces, fonts, type styles
   ii. Line heights, advance, kerning, tracking

j. Formatting features

2. **Required Lab Content:**

Review of operating system and word processing software features.

a. Presentation of intermediate formatting features.

b. Description of different typefaces and fonts and how they are used on printers including laser printers.

c. Presentation of various types of business documents.

d. Presentation of the use of styles
   i. Application
   ii. Keystrokes
   iii. Editing
   iv. Nesting
v. Chaining

e. Presentation of merge features
   i. Usage of primary/secondary files
   ii. Keystrokes
   iii. Commands
   iv. Application to various types of documents

f. Presentation of sort and select
   i. Keystokes
   ii. Definition of keys
   iii. Types of select and sorts
   iv. Application to merges

g. Master document
   i. Elements
   ii. Storage/retrieval
   iii. Condensed and format

h. Graphic elements
   i. Images
   ii. Ruling lines
   iii. Placement
   iv. Sizing
   v. Rotations

i. Typographic elements
   i. Typefaces, fonts, type styles
   ii. Line heights, advance, kerning, tracking

j. Formatting features

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

   Before enrolling in this course, students are strongly advised to have completed OFADM 203 and either OFADM 330 or CMPSC 274.
2. **Requisite Skills**
   Before entering the course, the student will be able to:
   
   a. Demonstrate mid-level knowledge of computer use and word processing software.

C. **HOURS AND UNITS**

<table>
<thead>
<tr>
<th>INST METHOD</th>
<th>TERM HOURS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lect</td>
<td>36</td>
<td>2.00</td>
</tr>
<tr>
<td>Lab</td>
<td>54</td>
<td>1.00</td>
</tr>
<tr>
<td>Disc</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

D. **METHODS OF INSTRUCTION (TYPICAL)**
   Instructors of the course might conduct the course using the following method:
   
   1. Material in course will be presented through class lecture.
   2. Material in course will be presented through hands-on demonstrations.
   3. Guided practice utilizing text problems and software.
   4. Additional study will be required from word processing manuals.
   5. Utilization of keyboard and word processing software to provide requested outcome.

E. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   Time spent on coursework in addition to hours of instruction (lecture hours)
   
   a. Daily reading of course material
   b. Study for weekly quizzes
   c. Weekly completion of end-of-chapter exercises
   d. Preparation for weekly laboratory assignments
   e. Preparation for written exams
   f. Preparation for computer exams

2. **EVIDENCE OF CRITICAL THINKING**
   Assignments require the appropriate level of critical thinking
   
   a. Given a problematical task, each student is required to delineate the steps needed to resolve the problem or obtain the prescribed results.
   b. Students are required to provide an original project incorporating the learned features of word processing software. They are required to use an acceptable format in accomplishing this task.
   c. Students demonstrate the mastery of each word processing function through the successful completion of a related laboratory assignment.

F. **TEXTS AND OTHER READINGS (TYPICAL)**

### III. DESIRED LEARNING

#### A. COURSE GOAL

*As a result of satisfactory completion of this course, the student should be prepared to:*

utilize Word’s intermediate to advanced features such as mail merge, styles, graphics, tabs, and sorts to create a variety of business documents.

#### B. STUDENT LEARNING GOALS

*Mastery of the following learning goals will enable the student to achieve the overall course goal.*

1. **Required Learning Goals**

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

   a. List and describe how intermediate formatting features of word-processing software are being used in the course.

   b. Identify specialized software features to enhance document appearance.

   c. Evaluate the style and size of type as well as the appearance of characters in standard business documents.

   d. List the process used to apply styles to documents.

   e. Identify and explain timesaving features of word processing software.

   f. List and describe the steps to create a mail merge, tables, sorts, and styles.

2. **Lab Learning Goals**

   *Upon satisfactory completion of the lab portion of this course, the student will be able to:*

   a. Manipulate advanced formatting features of the software to create business documents.

   b. Create documents in a timed setting.

   c. Create master documents.

   d. Sort and select text in columns, paragraphs, or secondary files alphabetically and numerically.

   e. Create merge documents using the merge feature of the software.

   f. Create various types of graphic elements used in business documents.

   g. Create long business documents using such features as headers, footers, table of contents, indexes, outlines, paragraph numbering, and lists of authorities.

   h. Use table features to create business tables with a variety of format and size considerations.

   i. Adjust the style and size of type as well as the appearance of characters in standard business documents.

### IV. METHODS OF ASSESSMENT (TYPICAL)

#### A. FORMATIVE ASSESSMENT

1. Homework assignments
2. Laboratory assignments
3. Quizzes
4. Written exams
5. Hands-on exams

B. SUMMATIVE ASSESSMENT
1. Comprehensive laboratory exam
2. Comprehensive written exam