Overview

The following information will appear in the 2009 - 2010 catalog

**OFADM-232**

**Advanced Word Processing and Desktop**

3 Units

_Advisory:_ Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 232 satisfactorily complete CMPSC 231 or OFADM 231 or have prior knowledge of word processing software.

Application of advanced word processing techniques and procedures including those features relating to desktop publishing. For students who are already knowledgeable in word processing software. Field trips are not required. Course is applicable to the associate degree.

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:

   A. Reinforcement in use of word processing software
   B. Formatting of business and desktop publishing documents
   C. Advanced features of word processing software
      1. Graphics
      2. Headers/Footers
      3. Columns
      4. Sorts and selects
      5. Macros
      6. Mail merge
      7. Tables
      8. Styles
   D. Production Reports to measure output and efficiency
   E. Independent readings on word processing desktop publishing
   F. Terminology related to typography
   G. Scanner and scanned file extensions
   H. Page layout and design principles

2. Required Lab Content:

   A. Reinforcement in use of word processing software
   B. Formatting of business and desktop publishing documents
   C. Advanced features of word processing software
      1. Graphics
      2. Headers/Footers

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D. Production Reports to measure output and efficiency
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B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 232 satisfactorily complete CMPSC 231 or OFADM 231 or have prior knowledge of word processing software.

C. **HOURS AND UNITS**

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<tr>
<th>INST METHOD</th>
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D. **METHODS OF INSTRUCTION (TYPICAL)**

Instructors of the course might conduct the course using the following method:

1. Material presented through class lecture and hands-on lecture/laboratory demonstrations
2. Additional study will be required from word processing manuals
3. Additional study will be required from word processing/computer magazines
4. Students demonstrate formatting mastery and software mastery through completion of laboratory assignments.
5. Instruction in course will require demonstration of advanced word processing techniques in the preparation of business documents and desktop publishing documents. Written analysis and documentation of timesaving features will be used in presentations of class projects. Problem-solving techniques will be employed to make modification to laboratory assignments.

E. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**

   Time spent on coursework in addition to hours of instruction (lecture hours)

   a. Two magazine article summaries per term
   b. One PowerPoint presentation per term
   c. Preparation for weekly laboratory assignments
d. Preparation for written exams  

e. Preparation for computer exams  

2. **EVIDENCE OF CRITICAL THINKING**  
*Assignments require the appropriate level of critical thinking*  

a. Redesign a newsletter to include the following specifications:  

   - Create a nameplate, subtitle, and folio.  
   - Create the body of the newsletter using an asymmetrical column layout.  
   - Include the following:  
     - Header and footer  
     - Table of contents  
     - Sidebar  
     - Pull quote  
     - Graphic with caption  
     - Spot color (or varying shades of gray)  
     - Use a kicker, end sighs, jump line, clip art, or a text box placeholder for a photo for visual effect or copyfitting.  
     - Use tracking (character spacing), leading (line spacing), paragraph spacing before and after, text boxes and so forth to set the body copy attractively on the page.  

b. Read an article on desktop publishing and provide a one-page written analysis.  

c. A typical true/false quiz or exam question:  
   i. A pull quote acts as a focal point, helps bread up lengthy blocks of text, and provides visual contrast.  

d. A typical multiple choice quiz or exam question:  
   i. When you are creating margins and using mirror margins in a newsletter, where should you place page numbers?  
     a. inside edges  
     b. outside edges  
     c. gutter  
     d. It doesn't matter
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 advanced features and apply basic design concepts necessary to create professional-looking 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 advanced formatting features of word processing software are used.

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

c. Identify correct business format for documents.

2. Lab Learning Goals

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

a. List and describe the steps to create advanced mail merge, macros, tables, and styles.

b. Describe features of software relating to desktop publishing.

c. Select and evaluate appropriate reading dealing with subject matter from current trade magazines.

d. Define typography terminology presented in the course.

e. Describe several types of design elements used in desktop publishing.

2. Lab Learning Goals

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

a. Demonstrate through the completion of laboratory assignments the advanced features of word processing software, including mail merge, macros, tables, and styles.

b. Demonstrate the ability to use the software to create desktop publishing documents.

c. Demonstrate the use of various typographical elements in the creation of documents.

d. Demonstrate the ability to use different types of output devices.

e. Demonstrate the use of scanning equipment and software.

f. Demonstrate the ability to produce various types of documents incorporating the use of specific design elements.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT
1. Magazine article summaries
2. Weekly quizzes

B. **SUMMATIVE ASSESSMENT**
   1. Magazine article summaries
   2. Timed computer examinations.
   3. Written examinations including essays