Outline of Instruction

Division: Business  
Area: Word Processing

Course Number: WPR 103  
Course Name: Advanced Word Processing

Prerequisite: WPR 102  
Corequisite: None

Hours Required:  
Class: 45  
Lab:  
Credits: 3

Course Description/Purpose

Advanced Word Processing develops proficiency in the advanced word processing functions of Microsoft Word such as macros, sorting, tables and columns. A simulation will give additional practice in the advanced features of the software. Any student who has received credit for WPR 104, Word Processing for Administrative Assistants, may not receive credit for WPR 103.

Major Units

- Enhancing Documents
- Organizing and Personalizing Data
- Enhancing, Automating and Managing Data
- Sharing and Publishing Information

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive  Each student will be expected to Identify/Recognize...
- the proper formatting of documents when using Word Processing tools
- acceptable business practice using graphic enhancements

Performance  Each student will be expected to Demonstrate/Practice...
- proficiency using word processing
- creating graphics, columns, and tables
- merging, sorting and using styles

Attitudinal  Each student will be expected to Believe/Feel/Think...
- a better appreciation for the professional who uses word processing each day
- of word processing as a useful tool

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