



Course Information

Division	Business
Contact Hours	45
Total Credits	3

Prerequisites

WPR 102

Course Description

Advanced Word Processing develops proficiency in the advanced word processing functions of a word processing software. Advanced features of the software will be exercised as student determines how to complete rough drafts accurately, efficiently, and professionally. Critical soft skills are introduced, examined, and developed through realistic case scenarios using portfolio projects.

This course is a required core course for students pursuing an AAS in Computer Information Systems – Office Professional.

Program Outcomes Addressed by this Course:

Upon successful completion of this course, students should be able to meet the program outcomes listed below:

- A. Exhibit a willingness to learn and to adapt to change—to understand the concept of lifelong learning.
- B. Demonstrate an ability to communicate professionally—to listen effectively and to speak correctly.
- C. Perform basic office skills—read, write, compute.
- D. Work without immediate supervision.
- E. Plan and prioritize tasks.
- F. Research, compile, and organize information.
- G. Work as a member of a team.
- H. Use the microcomputer to improve office productivity and efficiency.

Course Outcomes

In order to evidence success in this course, the students will be able to:

1. Demonstrate and practice the proper advanced editing and formatting of documents when using word processing tools.
 - Applies to Program Outcomes B, C, D, E, F, H.
2. Identify, recognize, and practice acceptable business practice using graphic enhancements.
 - Applies to Program Outcomes C, D, E, H.
3. Demonstrate and practice creating Outline View and a Table of Authorities using word processing software.
 - Applies to Program Outcomes C, D, E, H.
4. Demonstrate and practice creating graphics, columns, forms, and tables.
 - Applies to Program Outcomes C, D, E, H.
5. Demonstrate and practice merging, sorting and using styles.
 - Applies to Program Outcomes C, D, E, H.

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