

Prepared by the Department of Business

Date of Departmental Approval: February 12, 2013

Date approved by Curriculum and Programs: February 13, 2013

Effective: Fall 2013

1. **Course Number:** GIT220
Course Title: Advanced Word Processing Applications
2. **Description:** Students learn proficiency using many of the advanced functions and special features of a comprehensive word processing package. Course content includes: tabs, print styles and sizes; macros; data manipulation; basic mathematical computations; special text features like outline, columns, and merges; and graphic elements. GIT110 and GIT220 cover all the material for the Microsoft Office Specialist Word Expert Certification exam.
3. **Student Learning Outcomes (instructional objectives: intellectual skills):** Upon successful completion of this course, students are able to do the following:
 - Demonstrate proficiency using the advanced features of word processing software.
 - Prepare for advancement through word processing career paths.
 - Demonstrate "manual proficiency"; that is, to develop the ability to locate, interpret, and apply explanations and instructions provided by operating manuals and user guides.
 - Write and format business letters, reports, and resumes
 - Apply word processing knowledge to solve common business problems
4. **Credits:** 3 credits
5. **Satisfies General Education Requirement:** No
6. **Prerequisites:** GIT110
7. **Semester Offered:** Spring
8. **Suggested General Guidelines for Evaluation:** Students' final grade are dependent on evaluations of lab assignments, hands-on examinations, writing assignments and a final.
9. **General Topical Outline (Optional):**
 - A. **Formatting Content**
 - Create custom styles for text, tables and lists
 - Control pagination
 - Change page orientation
 - Create and modify left, right, decimal, and center tabs
 - Format, position and resize graphics using advanced layout features
 - Create and modify paragraph and page borders
 - Create and modify newspaper columns
 - Create and modify outlines
 - Insert and modify objects
 - Draw and modify shapes, lines, and text boxes
 - Create and modify diagrams and charts using data from other sources
 - Create and modify charts using table data
 - Explain hyphenation rules and use hyphenation and non-breaking spaces
 - Apply special characters and symbols
 - Apply autocomplete
 - B. **Organizing Content**
 - Sort content in lists and tables
 - Perform calculations in tables
 - Modify table formats
 - Summarize document content using automated tools
 - Use automated tools for document navigation
 - Merge letters with other data sources

- Merge labels with other data sources
- Structure documents using XML
- Create and modify lists and outlines
- Display word, paragraph, and character counts
- Demonstrate file management skills from within the word processing application

C. Formatting Documents

- Create and modify forms
- Use various fields, including fill-in fields
- Create and modify document background
- Create and modify document indexes, tables of contents, and tables of figures
- Insert and modify endnotes, footnotes, captions, and cross-references
- Create and manage master documents and subdocuments

D. Collaborating

- Modify track changes options
- Publish and edit Web documents
- Manage document versions
- Protect and restrict forms and documents
- Attach digital signatures to documents
- Customize document properties

E. Customizing Word

- Apply and customize autocorrect
- Create, edit, and run macros
- Customize menus and toolbars
- Modify Word default settings

F. Understanding word processing concepts and career paths

- Develop "manual proficiency"; that is, to develop the ability to locate, interpret, and apply explanations and instructions provided by operating manuals and user guides.
- Write and format business letters, reports, and resumes
- Apply word processing knowledge to solve common business problems