SYLLABUS

DIVISION: Business and Engineering Technology **REVISED:** Fall 2014

CURRICULA IN WHICH COURSE IS TAUGHT: Administrative Support Technology

COURSE NUMBER AND TITLE: **AST 238**—Microsoft Word for Windows
AST 239—Microsoft Word for Windows Lab

CREDIT HOURS: 3 **HOURS/WK LEC:** 2 **HOURS/WK LAB:** 2 **LEC/LAB COMB:** 4

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    I. **CATALOG DESCRIPTION:** AST 238—Teaches advanced word processing features including working with merge files, macros, and graphics, develops competence in the production of complex documents.
AST 239—Provides supplemental instruction in AST 238 and should be taken concurrently with AST 238.

II. **RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:**
- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.

III. **REQUIRED BACKGROUND/PREREQUISTIES:**
- If developmental studies are needed: MTE 1, MTE 2, ENF 1
- Touch typing skills

IV. **COURSE CONTENT:**
- Preparing Documents
- Formatting and Managing Documents
- Enhancing Documents
- Managing Data
- Customizing Documents and Features
- Referencing Data

V. **THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)**

X	Communication	X	Critical Thinking
	Cultural and Social Understanding	X	Information Literacy
	Personal Development	X	Quantitative Reasoning
	Scientific Reasoning		

VI. LEARNER OUTCOMES   VII. EVALUATION

Learner Outcomes	Evaluation
Preparing Documents • Creating, Printing, and Editing Documents • Formatting Characters • Aligning and Indenting Paragraphs • Customizing Paragraphs • Proofing Documents	**Evaluation method** Lab exercises Application Tests Online exams (skills, objective, performance evaluations)
Formatting and Managing Documents • Formatting Pages • Customizing Page Formatting • Inserting Elements and Navigating in a Document • Maintaining Documents • Managing and Printing Documents	**Evaluation method** Lab exercises Application Tests Online exams (skills, objective, performance evaluations)
Enhancing Documents • Inserting Images • Using Shapes, WordArt, and Advanced Character Formatting • Creating Tables • Enhancing Tables • Creating Charts	**Evaluation method** Lab exercises Application Tests Online exams (skills, objective, performance evaluations)
Managing Data • Merging Documents • Managing Lists • Sorting and Selecting; Finding and Replacing Data • Managing Page Numbers, Headers, and Footers • Managing Shared Documents	**Evaluation method** Lab exercises Application Tests Online exams (skills, objective, performance evaluations)
Customizing Documents and Features • Inserting and Customizing Quick Parts • Customizing AutoCorrect and Word Options • Customizing Themes • Creating and Managing Styles • Protecting, Preparing, and Sharing Documents	**Evaluation method** Lab exercises Application Tests Online exams (skills, objective, performance evaluations)
Referencing Data • Inserting, Endnotes, Footnotes, and References • Creating Indexes • Creating Specialized Tables • Creating Forms • Using Outline View and Formatting with Macros	**Evaluation method** Lab exercises Application Tests Online exams (skills, objective, performance evaluations)