BIT 238

WORD PROCESSING APPLICATIONS II

2 Credit Hours

Prepared by:
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BIT238 Word Processing Applications II

I. CATALOGUE DESCRIPTION

A. Pre-requisite: BIT 138 Word Processing Applications I and Reading Proficiency

B. 2 Semester Credit Hours

C. Word Processing Applications II consists of application of advanced features and document preparation. Students will learn to merge documents, create footnotes/endnotes, insert images/shapes, develop charts and specialized tables, and use forms templates. Specialty documents will be created using desktop publishing features of the word processing program. (S, O)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Assessment Measure</th>
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</thead>
<tbody>
<tr>
<td>Create tables and enhance table layout</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
</tr>
<tr>
<td>Create and modify charts</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
</tr>
<tr>
<td>Complete merge documents using wizard task pane</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
</tr>
<tr>
<td>Format documents using bullets/numbers, page numbers, and headers/footers</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
</tr>
<tr>
<td>Insert, edit, and track comments and changes on multi-user documents</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
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<tr>
<td>Enhance document appearance by creating styles and applying styles</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
</tr>
<tr>
<td>Create forms, insert fields, save and protect document templates</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
</tr>
<tr>
<td>Demonstrate fundamentals of desktop publishing design and features using specialty documents, brochures, and newsletters</td>
<td>Written documents, concepts quiz, skills assessment, exam</td>
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III. OUTLINE OF TOPICS

A. Creating a Table
   1. Selecting cells
   2. Changing the table design
   3. Drawing a table
   4. Inserting a quick table
B. Enhancing Tables
   1. Changing table layout

C. Creating Charts
   1. Changing chart design
   2. Formatting chart layout
   3. Changing chart formatting

D. Merging Documents
   1. Completing a merge
   2. Merging envelopes
   3. Editing a data source file
   4. Inputting text during a merge
   5. Using the mail merge wizard

E. Sorting and Selecting
   1. Sorting text
   2. Sorting records in a data source
   3. Selecting records

F. Managing Lists
   1. Inserting custom numbers and bullets
   2. Inserting multilevel list numbering
   3. Inserting special characters
   4. Finding and replacing special characters

G. Managing Page Numbers, Headers, and Footers
   1. Customizing page numbers
   2. Inserting headers and footers
   3. Printing sections
   4. Keeping text together

H. Managing Shared Documents
   1. Inserting comments
   2. Tracking changes to a document
   3. Comparing documents
   4. Combining documents

I. Inserting and Customizing Quick Parts
   1. Inserting quick parts
   2. Inserting fields

J. Formatting with Styles
   1. Applying styles
   2. Creating styles
   3. Modifying a style
   4. Selecting a style
5. Displaying all styles
6. Revealing style formatting
7. Deleting a custom quick styles set

K. Protecting and Preparing Documents
   1. Protecting documents
   2. Preparing a document for distribution

L. Inserting Endnotes, Footnotes, and References
   1. Creating footnotes and endnotes
   2. Creating citations and bibliographies

M. Creating Specialized Tables
   1. Creating a table of contents
   2. Creating a table of figures
   3. Creating a table of authorities

N. Creating Forms
   1. Creating a form
   2. Inserting text controls
   3. Filling in a form document
   4. Editing a form document
   5. Creating forms using tables
   6. Inserting instructional text
   7. Creating drop-down lists

O. Creating Specialty Promotional Documents
   1. Using desktop publishing resources
   2. Using WordArt
   3. Using graphics, lines, borders, and special effects

P. Working with Booklets and Brochures
   1. Planning and creating documents
   2. Improving appearance with columns, reverse text, drop caps
   3. User 2 pages per sheet feature

Q. Creating and Incorporating Newsletter Design Elements
   1. Creating basic newsletter elements
   2. Defining basic elements
   3. Planning, designing, and choosing layout
   4. Creating headers, footers, pull quotes, kickers, enders, captions, mastheads
   5. Saving a newsletter as a template
IV. METHOD(S) OF INSTRUCTION

A. Lecture/Demonstration
B. Online Tutorials
C. PowerPoint Presentations

V. REQUIRED TEXTBOOK(S)


VI. REQUIRED MATERIALS

A. USB Portable Storage Device
B. Portfolio/Binder

VII. SUPPLEMENTAL REFERENCES

A. Supplemental Activities/Projects Assigned by Instructor
B. Online Course Website

VIII. METHOD OF EVALUATION

A. Homework, Written Documents, Concept Quizzes 30%
B. Exams - 60%
C. Attendance - 10%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).
XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.