

**POFI 2340  
Advanced Word Processing**

**Western Texas College**

- I. Basic Course Information
  - A. Course Description: Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.
  - B. Required Prerequisite: None
- II. Student Learning Outcomes
  - A. implement advanced word processing features;
  - B. import data; incorporate graphics;
  - C. apply collaborative and special functions to enhance documents.
- III. Testing Requirements
  - A. The final exam must be proctored. (ask your instructor for more details)
  - B. Students will be allowed to use the one sheet study sheet provided by instructor for the final exam
- IV. Major Course Requirements
  - A. Lab Assignments           45%
  - B. Attendance                 20%
  - C. Final                         35%
- V. Information on Books
  - A. Required Book: MyLab IT with Pearson eText -- Access Card -- for GO! with Microsoft Office 365, 2019 Edition, ISBN 9780135651261
- VI. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:
  - A. Campus Calendar
  - B. Final Exam Schedule
  - C. How to drop a class
  - D. Withdrawal Information
  - E. Student Conduct/Academic Integrity
  - F. Class Attendance
  - G. Student with disabilities
- VII. Course Content

	Logon instructions for MYITLAB & getting started with labs
Chapter 7	Creating Word Macros and Modifying Document Components
Chapter 8	Creating Merged Documents
Chapter 9	Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution
Chapter 10	Working With Long Documents

	Final Review
	FINAL EXAM

\*\*\*Disclaimer: Assignments due to change by instructor

Last Modified: August 20, 2019