

WORD PROCESSING BASIC & ADVANCED CERTIFICATE GUIDE

PROGRAM GOAL

Develop basic employability in word processing skills to create typical business documents such as letters, memos and reports. Students learn basic editing and formatting skills, creating and formatting headers and footers, tables and reference. Increase word processing competency in efficiently producing more complex documents (such as multi-page reports and brochures, mail merge documents, and simple web pages) using Microsoft Word

LEARNING OUTCOMES

Upon completion of the Basic Word Processing Noncredit Certificate, students will be able to:

1. Keyboard a minimum of 25 net words a minute.
2. Perform fundamental operations using Microsoft Word.
3. Use the mail merge task pane to create data sources, insert merge fields, and generate form letters.
4. Utilize appropriate file management techniques.
5. Demonstrate proper technique when keyboarding.

EXIT REQUIREMENTS

Successful completion of all courses with a passing grade; typing 25-35 wpm with a 90% accuracy; minimum attendance of 80% in all classes is required; completion of certificate coursework within three consecutive semesters.

MICROSOFT WORD PROCESSING - BASIC (90-135 Hours)

COURSE	COURSE TITLE	HRS	CRN	M T W R F S	TIME	START	END
BOSS 5500	Keyboard for Computers	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
WOPR 9486	Word Processing for Business I	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
WOPR 9995	Word Processing for Business II OR	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	WOPR 9991 Word Essentials I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	WOPR 9993 Word Essentials II	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	WOPR 9994 Word Essentials III	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

PROGRAM GOAL

Increase word processing competency in efficiently producing more complex documents (such as multi-page reports and brochures, mail merge documents, and simple web pages) using Microsoft Word. Noncredit courses.

LEARNING OUTCOMES

Upon completion of the Advanced Word Processing Noncredit Certificate, students will be able to:

- Key a minimum of 35 words per minute with 90% accuracy.
- Create a reference document using a master document and subdocument with table of contents and index.
- Create, edit, and run a macro.
- Design and use a template.

MICROSOFT WORD PROCESSING - ADVANCED (105-135 Hours)

COURSE	COURSE TITLE	HRS	CRN	M T W R F S	TIME	START	END
BOSS 5501	Keyboard for Computers OR	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	BOSS 5505 Keyboarding Quick	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
WOPR 9996	Word Processing for Business III	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
WOPR 9997	Word Processing - Special Projects	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			