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Central Michigan University  
College of Business Administration

**MASTER COURSE SYLLABUS**

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<u>BIS</u>	<u>212</u>	<u>Advanced Word Processing</u>	<u>3(3-0) F, SP</u>
Design.	No.	Title	Credit (Mode)

**I.** Bulletin Description:

Development of advanced information processing skills and techniques using integrated word processing software.

**II.** Prerequisites:

Keyboarding skill level of 40 gross words a minute; transfer credit not accepted.

**III.** Rationale for Course Level:

**IV.** Textbooks and Other Materials To Be Furnished by the Student:

*Integrated Applications: Microsoft Office XP*, VanHuss, Susan H.; Forde, Connie M., and Woo, Donna. Thomson South-Western, 2003.

*KeyChamp*, Sharp, Walter M.; Olinzock, Anthony A.; and Santos, Otto (Jr.), Thomson South-Western, 2003.

Word XP reference manual of the student's choice (optional)

**V.** Special Requirements of the Course:

Access to computer lab.

**VI.** General Methodology Used in Teaching the Course:

Hands-on experience in developing advanced word processing skills. Supplemented with lecture, discussion, and demonstrations.

**VII.** Course Objectives:

Upon completion of this course, the student will:

1. Expand knowledge of integrated word processing software; e.g. e-mail merge, macros, productivity tools, forms, desktop publishing, etc.
2. Develop decision-making skills using word processing software.
3. Develop proofreading and editing techniques.
4. Continue developing touch-key stroking skills.
5. Produce selected applications according to specified formats and standards, emphasizing a high level of production proficiency.

**VIII.** Course Outline:

<u>Week</u>	<u>Topics</u>
1 & 2	Business document review
3 & 4	Newsletters
5 & 6	Display documents/forms
7	Integrated word processing and spreadsheets
8	Integrated word processing and presentations
9, 10 & 11	Productivity tools
12 & 13	Document preparation for web publishing
14 & 15	Speed and accuracy skill development on both production and straight-copy materials.
 16	 <b>FINAL EXAM</b>

**IX.** Evaluation:

The students use integrated word processing software in the completion of application projects which measure competence in producing items such as correspondence, manuscripts, memos, tables, display materials, brochures, newsletters, and web-ready documents. The projects require efficiency, accuracy, and considerable decision-making. Competence is development on intermediate/advanced word processing software functions.

The grade distribution is as follows:

1. In-class application projects	35%
2. Out-of-class application projects	20%
3. Research project- ergonomics	5%
4. Final Exam	10%
5. Timed writings on straight copy material (best 3)	20%
Gross words per minute for 3 minutes with Maximum of 3 errors. Error correction permitted.	
6. Other (attendance, quizzes, skill building, etc.)	<u>10%</u>
Total	<u>100%</u>

X. Bibliography:

- Arford, Joanne, Burnside and Ruthowsky, *Advanced Microsoft Word Desktop Publishing*, EMC Paradigm, 2000.
- Blanc, Iris. *Computer Applications for the New Millennium: An Integrated Approach*. South-Western Computer Education, 2001.
- Bruck, Bill. *Special Edition Using Corel WordPerfect Suite 8*. Que Corporation, 1997.
- Camarda, Bill *Special Edition Using Microsoft Word 2000*. Que Corporation, 1999.
- Clark, James L. and Clark, Lyn R. *How 9: A Handbook for Office Workers 9E*. South-Western College Publishing, 2001.
- Coldwell, Colene, L. *Test Preparation Guide for PowerPoint 2000*. Prentice-Hall, 2001.
- Graves, Pat R. and Kupsh, Joyce. *Professional Prsenations Using Technology*. Delta Pi Epsilon, 1999.
- Ketcham, Emily. *MOUS Test Preparation Guide for Word 2000*. Prentice-Hall, 2001.
- McLean, Gary N. *Teaching Typewriting*. Delta Pi Epsilon Rapid Reader No. 3, Delta Pi Epsilon, 1995.
- Mitchell, William M., Mach, and LaBarre. *Keyboarding: A Mastery Approach*. Science Research Associates, 1987.
- Mulbery, Keith. *MOUS Essentials: Word 2000*. Prentice-Hall, 2001.
- Ober, Scot, et. al. *Gregg College Keyboarding and Document Processing*. McGraw-Hill Publishing Company, 1994.
- Shelly, Gary B., Cashman and Vermaat. *Microsoft Word 2000 Comprehensive Concepts and Techniques*. Course Technology, 2000.
- Shelly, Gary B., Cashman and Vermaat. *Office 2000 Enhanced Edition*. Course Technology, 2001.

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March 21, 2003  
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Date

Monica Holmes  
Signature of Chairperson

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Date