



## COURSE SYLLABUS

PO Box 1189  
1042 W. Hamlet Avenue  
Hamlet, NC 28345  
(910) 410-1700  
www.richmondcc.edu

**COURSE: OST 236 ADVANCED WORD PROCESSING**

**HOURS: Lecture: 2 Lab/Shop: 2 Work Exp/Clinical: 0 Credits: 3**

### **COURSE DESCRIPTION:**

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

**PREREQUISITE(S):** OST 136

**COREQUISITE(S):** NONE

### **TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:**

Rutkosky, Nita; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup. Benchmark Series: Microsoft Word 365/2019 Levels 1-2 w/Cirrus 2.0, 7<sup>th</sup> ed. Dubuque, IA: EMC Paradigm, 2020.  
Print Book and Code: ISBN: 9798385106257

### **STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course, the student will be able to:

1. Create, format, edit, and delete headers and footers within documents.
2. Create a form template. Fill-in, print, edit, and customize a form.
3. Create, edit, modify, and delete custom building blocks.
4. Customizing Themes, Creating Macros, and Navigating in a Document.
5. Create documents containing footnotes, endnotes, citations, and bibliographies. Print, view, edit, find, move, copy, delete, and customize footnotes, endnotes, citations, and bibliographies.
6. Sort text in paragraphs, columns, and tables. Sort or more than one field.
7. Creating Specialized Tables and Indexes.
8. Edit documents using the Track Changes feature.
9. Inspect a document for confidentiality accessibility, and compatibility issues.
10. Explain global word processing standards.

**\*\*\*Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**