

Date Prepared: July 13, 2000

COURSE OUTLINE

 New x Revised

Effective Date: Fall 2000

1. **COURSE PREFIX NUMBER:** AST 142 **CREDIT HOURS:** 3
2. **COURSE TITLE:** **Word Processing II**
3. **PREREQUISITES:** AST 141 or equivalent
4. **COURSE DESCRIPTION:** Teaches advanced software applications. Prerequisite: AST 141 or equivalent. Lecture 3 hours per week.
5. **CONTENT:** (Major Headings)
 - a. Enhancing and manipulating documents with special features.
 - b. Adding borders and inserting clip art.
 - c. Using Microsoft Draw.
 - d. Using WordArt and equation editor.
 - e. Exploring the Internet.
 - f. Creating and formatting tables.
 - g. Creating charts in Word.
 - h. Formatting text into columns.
 - I. Formatting with styles.
 - h. Sorting and selecting.
 - I. Creating outlines.
 - j. Creating fill-in forms.
 - k. Creating tables and indexes.

6. **GENERAL COURSE OBJECTIVES:**

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

- a. enhance the visual display of documents.
- b. enhance the presentation of text.
- c. organize text in documents.