



# WELCOME TO OIS-136.3

## WORD ADVANCED / 1 unit



### STUDENT COURSE OUTCOMES

In this one-unit course, you will

- Continued study and application of the basic-advanced features of *Word V2010* including creating, saving, opening, closing, and editing a variety of multi-page business documents;
- Apply correct business document formatting including customizing and automating documents; on-screen forms using advanced table techniques; master and sub documents; line and page breaks; inserting graphs and charts and captions; cross-references and bookmarks; thumbnails; style references; index and table of figures; bibliographies and citations;
- Complete and submit error-free assignments following excellent proofreading techniques;
- Demonstrate the ability to comprehend verbal and written directions;
- Complete and submit a quiz at the end of each Tutorial with a grade of C or better;
- Complete and submit the instructor-created final exam or a student-created project with a grade of C or better.

### COURSE OVERVIEW

In this one-unit advanced course, you will be continuing from OIS-136.2 the intermediate course and practicing the more advanced features of Word 2010 including customizing and automating documents; on-screen forms using advanced table techniques; master and sub documents; line and page breaks; inserting graphs and charts and captions; cross-references and bookmarks; thumbnails; style references; index and table of figures; bibliographies and citations.

OIS-136.3 is a required course for the *Office Information Systems* major and an excellent course for learning more advanced features of Word 2010. Students who have registered in this course have a career goal to be employed in an office support position, such as an administrative assistant; it is recommended that *OIS-102 Intermediate Typing* be taken before this course. OIS-136.3 is self-paced and is one unit of credit which takes approximately 32 hours of lab time to complete (additional time will be needed for studying the material

The entire textbook helps to prepare you for the Microsoft Office Specialist Certification (MOS) exam for Word; after completing this course, you may want to sit for the exam. Palomar College is a test site for the exam in the MD-335 lab on the San Marcos campus. Visit the following website for contact information: [www.palomar.edu/business](http://www.palomar.edu/business) Also, visit the following website for more details about the certification exams: <http://www.microsoft.com/learning/mcp/officespecialist/requirements.asp>

*What is important for you as students is that once you begin your coursework, you finish it! Self-discipline, time management, the ability to follow the detailed course syllabus and textbook instructions, and regular submittal of assignments will ensure your success in this course. So, for lab instruction to be meaningful to students, it is important that students receive continual feedback from their grading instructor. Therefore, from the date of check-in with lab personnel, students will submit their graded assignments regularly throughout the semester.*

*We hope you will enjoy your self-paced learning experience with us; please be sure to talk with lab staff anytime you may need clarification on procedures.*