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.
   j. Sorting and selecting.
   k. Creating outlines.
   l. Creating fill-in forms.
   m. 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.

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