



Course Information

Division	Business
Contact Hours	45
Total Credits	3

Prerequisites

ADMN 102 or equivalent touch typing ability

Course Description

Word Processing I is designed to develop proficiency in the operation of word processing software using a microcomputer system. Course content focuses on creating, saving, retrieving, editing, formatting, enhancing, customizing, printing, and merging a variety of documents.

This course is a required core course for students pursuing an AAS in Computer Information Systems – Office Professional.

Program Outcomes Addressed by this Course:

Upon successful completion of this course, students should be able to meet the program outcomes listed below:

- A. Exhibit a willingness to learn and to adapt to change—to understand the concept of lifelong learning.
- B. Demonstrate an ability to communicate professionally—to listen effectively and to speak correctly.
- C. Perform basic office skills—read, write, compute.
- D. Work without immediate supervision.
- E. Plan and prioritize tasks.
- F. Research, compile, and organize information.
- G. Work as a member of a team.
- H. Use the microcomputer to improve office productivity and efficiency.

Course Outcomes

In order to evidence success in this course, the students will be able to:

1. Identify and recognize components of a word processing system.
 - Applies to Program Outcomes C, H.
2. Understand basic microcomputer concepts and terminology.
 - Applies to Program Outcomes C, H.
3. Identify and understand function keys and their usage in the word processing software.
 - Applies to Program Outcomes C, H.
4. Demonstrate and practice the ability to perform basic functions of a word processing software by creating, saving, editing, printing, and retrieving a document.
 - Applies to Program Outcomes C, D, H.
5. Understand and demonstrate the organization and management of files within the word processing software.
 - Applies to Program Outcomes C, D, F, H.
6. Enhance business documents/reports with character, page, and paragraph formatting.
 - Applies to Program Outcomes C, D, H.
7. Demonstrate the ability to set page breaks, use widow/orphan features, and number pages in a document.
 - Applies to Program Outcomes C, D, H.



MONROE COUNTY
COMMUNITY COLLEGE

Course Outcome Summary

Computer Information Systems – Office Professional

WPR 102 Word Processing I

8. Demonstrate the ability to create and format tables.
 - Applies to Program Outcomes C, D, H.
9. Demonstrate the ability to set and edit tabs.
 - Applies to Program Outcomes C, D, H.
10. Apply page characteristics, including headers and footers, to multiple-page documents.
 - Applies to Program Outcomes C, D, H.
11. Utilize the spell check feature to proof documents and then proof again by reading for content.
 - Applies to Program Outcomes C, D, F, H.
12. Access the Internet and communicate with other users.
 - Applies to Program Outcomes B, C, D, H.

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