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.
   - 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.
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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