I. **OVERVIEW**  
The following information will appear in the 2010 - 2011 catalog

**OFADM 356 Introduction to Word Processing**  
1 Unit

**Recommended for Success:** Before enrolling in this course, students are strongly advised to have successfully completed OFADM 301 and/or have the ability to keyboard by touch.

Beginning course in the use of word processing software. Features of the software will be explained and demonstrated in a hands-on learning environment.

Two maximum completions.  
Field trips are not required.  
(A-F Only) Lecture /Lab

II. **LEARNING CONTEXT**  
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**

   a. Introduction to document processing
      i. Introduction to document processing and capabilities of word processing
      ii. Introduction to various types of documents and document features

   b. Features
      i. Continuation of word processing features
         a. Document management
         b. Formatting (including line, paragraph, document formats; headers and footers; page numbers; tables)
         c. Editing features, including find and replace, spell checker, grammar checker and thesaurus.
         d. Printing; document storage and file organization

   c. Application
      i. Reinforcement and application of features to the production of documents
         a. Production of basic document designed to use features of software
         b. Application of procedures in producing documents of varying types applying word processing software features
Second completion enables students to use current versions of industry-standard software. As software is periodically updated, major changes in functions, feature and interface occur.

2. **Required Lab Content:**

   a. Introduction to document processing
      i. Introduction to document processing and capabilities of word processing
      ii. Introduction to various types of documents and document features

   b. Features
      i. Continuation of word processing features
         a. Document management
         b. Formatting (including line, paragraph, document formats; headers and footers; page numbers; tables)
         c. Editing features, including find and replace, spell checker, grammar checker and thesaurus
         d. Printing; document storage and file organization

   c. Application
      i. Reinforcement and application of features to the production of documents
         a. Production of basic document designed to use features of software
         b. Application of procedures in producing documents of varying types applying word processing software features

Second completion enables students to use current versions of industry-standard software. As software is periodically updated, major changes in functions, feature and interface occur.

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

   Before enrolling in this course, students are strongly advised to have successfully completed OFADM 301 and/or have the ability to keyboard by touch.

2. **Requisite Skills**

   Before entering the course, the student will be able to:

   a. Demonstrate basic knowledge of computer use and have the ability to keyboard by touch.

C. **HOURS AND UNITS**

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D. METHODS OF INSTRUCTION (TYPICAL)
Instructors of the course might conduct the course using the following method:

1. Individualized instruction of unit material.
2. Assigned study of units/lesson topics.
3. Guided practice utilizing text problems and software.
4. Creating and/or utilization of word processing software to provide requested outcome.

E. ASSIGNMENTS (TYPICAL)

1. EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS
Time spent on coursework in addition to hours of instruction (lecture hours)

   a. Study for weekly quizzes
   b. Daily reading of course material
   c. Weekly completion of concepts review at the end of each unit
   d. Daily completion of unit assignments

2. EVIDENCE OF CRITICAL THINKING
Assignments require the appropriate level of critical thinking

   a. Given a situation student is required to apply basic principles and procedures to create, edit, and maintain business documents and to produce needed results.
   b. Given an employer request, student will analyze and decide what procedures will be necessary for production of business documents to achieve requested results.

F. TEXTS AND OTHER READINGS (TYPICAL)


III. DESIRED LEARNING

A. COURSE GOAL
As a result of satisfactory completion of this course, the student should be prepared to:

   apply the features of word processing software to design and produce a variety of business documents.

B. STUDENT LEARNING GOALS
Mastery of the following learning goals will enable the student to achieve the overall course goal.

1. Required Learning Goals
Upon satisfactory completion of this course, the student will be able to:

   a. Describe how to get into the word processing software, creating, and saving a document.
   b. List and describe the default settings of the word processing software.
c. Explain the function of character, line, paragraph, and document formatting features.
d. List and explain the various types of tab settings.
e. Discuss various ways to use word processing features such as find and replace, cut and paste, animation, headers, footers, templates, and wizards.
f. Describe each choice of page breaks and when each is appropriate.
g. Explain proper file management.
h. Describe the features of the Help menu.

2. **Lab Learning Goals**

   *Upon satisfactory completion of the lab portion of this course, the student will be able to:*

   a. Demonstrate getting into the word processing software, creating, and saving a document.
   b. Demonstrate use of bullets and numbered lists in a document.
   c. Demonstrate the ability to accomplish word processing editing and formatting tasks by using both commands and use of mouse.
   d. Demonstrate the use of the spell checker, grammar checkers, and thesaurus features of the software.
   e. Demonstrate the use of the indent feature.
   f. Demonstrate the process of setting, clearing, using tabs in the creation of a tabular document.
   g. Create and modify simple tables including enhancement features.
   h. Demonstrate and list the various methods of printing a document or part of a document.
   i. Demonstrate inserting and modifying page numbers in documents including headers and footers.
   j. Demonstrate how to change paper size and orientation in production of various documents.
   k. Demonstrate the click and type feature.
   l. Demonstrate the ability to change the default settings of the software.
   m. **SECOND COMPLETION:**
   n. Demonstrate use of additional features in various software.

### IV. METHODS OF ASSESSMENT (TYPICAL)

#### A. FORMATIVE ASSESSMENT

1. Homework assignments
2. Quizzes
3. Exams

#### B. SUMMATIVE ASSESSMENT
1. Comprehensive exam