MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

DEPT. ADSA   **COURSE NUMBER: 1122**

NUMBER OF CREDITS: 2   **Lecture: 1 Lab: 1 OJT 0**

Course Title:
Word Processing I

Catalog Description:
Word Processing I is designed to introduce students to the concepts, terminology, features, and applications of word processing software. Topics covered include the preparation, management, formatting, editing, enhancing, and customization of documents.

Prerequisites or Necessary Entry Skills/Knowledge:
None

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

Topics to be Covered
Preparing a Word document
Formatting characters and paragraphs
Customizing paragraphs
Formatting pages and documents.
Inserting and formatting objects
Managing documents
Creating tables
Applying and customizing formatting
Merging documents

Student Learning Outcomes
Create, save, print, close, retrieve, and edit documents
Utilize spell check, grammar, and thesaurus features
Perform text editing functions: selecting, insertion, deletion, undo, redo
Apply character formatting: attributes, font size, typestyles
Apply and modify styles and themes
Apply and customize paragraph formatting: alignment, numbered/bulleted lists, setting and modifying tabs (left, center, right, leaders), line spacing, borders, shading, sorting, copying, cutting, and pasting
Apply and customize page formatting: margins, orientation, size, page breaks, section breaks, page numbering, headers and footers, columns
Enhance and customize documents: insert symbols and special characters, insert and format images, text boxes, shapes, WordArt, SmartArt
Manage and manipulate document views, document display, and windows
Create and print envelopes and labels
Create and format tables
Create and edit a data source and perform a mail merge
Demonstrate professionalism in all course communications.

Is this course part of a transfer pathway: Yes ☐   No ☒

Revised Date: 6/2021