MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. __ADSA____  COURSE NUMBER: 1122_____

NUMBER OF CREDITS: 2  Lecture: 1  Lab: 1

<table>
<thead>
<tr>
<th>Course Title:</th>
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<tr>
<td>Word Processing I</td>
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<tr>
<th>Catalog Description:</th>
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<tr>
<td>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.</td>
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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:

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<tr>
<th>Prerequisites or Necessary Entry Skills/Knowledge:</th>
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<td>None</td>
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### Topics to be Covered (General)

1. Preparing a Word document
2. Formatting characters and paragraphs
3. Customizing paragraphs
4. Formatting pages and documents.
5. Inserting and formatting objects
6. Managing documents
7. Creating tables
8. Applying and customizing formatting
9. Merging documents

### Student Learning Outcomes

*2-3 learning outcomes per credit*

*Must be observable*

*Must be measurable*

*Must specify an action that is done by student learners*

*More specific objectives can be identified on instructor syllabi for the course*

*Must begin with an action verb*

1. Create, save, print, close, retrieve, and edit documents
2. Utilize spell check, grammar, and thesaurus features
3. Perform text editing functions: selecting, insertion, deletion, undo, redo
4. Apply character formatting: attributes, font size, typestyles
5. Apply and modify styles and themes
6. 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
7. Apply and customize page formatting: margins, orientation, size, page breaks, section breaks, page numbering, headers and footers, columns
8. Enhance and customize documents: insert symbols and special characters, insert and format images, text boxes, shapes, WordArt, SmartArt
9. Manage and manipulate document views, document display, and windows
10. Create and print envelopes and labels
11. Create and format tables
12. Create and edit a data source and perform a mail merge
13. Demonstrate professionalism in all course communications.

See SAMPLE EXPECTED LEARNING OUTCOMES STATEMENTS and ACTION VERB LIST FOR COURSE OUTCOMES in the Minnesota West Curriculum Development Manual which can be accessed at [https://www.mnwest.edu/faculty-resources/curriculum-manual](https://www.mnwest.edu/faculty-resources/curriculum-manual)

### Is this course part of a transfer pathway?

*If yes, please list the competencies below*

- Yes [ ]
- No [x]

Revised 8/19