**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: OFTC 1696

Course Title: Word Processing Applications

Credit Hours: 3

Prerequisites: None

Division/Discipline: Career and Technical Education/Business Technologies

Course Description: A course emphasizing the preparation of documents utilizing automated electronic text editing word processing equipment and all the language arts skills necessary for accurate copy. Included will be creation, revision, printing, formatting, pagination, rulers, repetitive documents, hyphenation, spelling error detection, list/merge processing, and related functions.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

## Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is designed for students who wish to prepare for the technological workforce. This course is not designed for transfer, but the course may be accepted as an elective at some institutions.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to ensure that the courses the student enrolls in are the most appropriate set of courses for the transfer program. <http://bartonccc.edu/transfer/schools>.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

##  Understand and identify terminology associated with word processing.

1. Identify the different areas of a Word screen such as Tab, Ribbons, Dialog box launcher, etc.
2. Effectively use the different areas of the Word screen to carry out commands.

## Enhance a word processing document using formatting.

### Apply formatting to a document such as changing font, changing paragraph alignment, etc.

### Apply formatting changes to a document using themes, and styles.

### Apply paragraph formatting such as line spacing, alignment and indents.

##  Enhance a word processing document using editing.

### Apply editing changes to a document with features such as find and replace, spellcheck, thesaurus and copy and paste.

## Modify the appearance of a printed document

### 1. Change the page Orientation

2. Change the margins

E. Modify a document using the Page Layout features

1. Adjust the size of the paper

2. Adjust the vertical alignment of the page

F. Identify when to use columns in a document and apply them.

1. Create and modify individual columns of text

2. Apply styles to different portions of the document

G. Recognize when an envelope or label would be appropriate for a document

1. Prepare an envelope with a return address

2. Prepare a page of mailing labels and choose the correct vendor and label

H. Analyze the effect of managing files.

1. Locate files, open files, save files, and create folders.

2. Locate and send document via email

I. Examine templates and wizards and the office HELP features.

1. Choose a template and create and modify it a document from a template.

2. Answer specific Word related questions using the Word Help and Support feature

J. Identify when to use tables.

1. Create tables in a document.

2. Edit and format tables within a document.

K. Analyze the use of the drawing toolbar with a word document.

1. Insert pictures from a storage device.

2. Insert pictures from an online provider such as Bing.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**