

Minnesota State College Southeast

ADMS 1417: Word Processing I

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers utilization of word processing software to perform basic word processing applications. (Prerequisite: ADMS2410 Keyboarding I or concurrent enrollment) (2 Credits: 2 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 04/24/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Learn basic word processing commands
2. Use basic word processing commands to create, save, retrieve, edit, and print documents

D. LEARNING OUTCOMES (General)

1. Describe computer components
2. Perform system start-up and shut-down operations
3. Start word software
4. Identify the elements of the screen
5. Describe word template
6. List default settings
7. Change the default font size and type
8. Describe and change font face sizes
9. Create, store, print, and retrieve documents
10. Edit stored documents
11. Set, delete, and move tabs
12. Utilize keystroke-saving functions
13. Use available spell-check function
14. Create letters and memos
15. Create multi-page documents
16. Proofread documents
17. Utilize search and replace
18. Create and edit headers and footers
19. Make multiple copies
20. Perform grammar check
21. Perform text select function
22. Select text for deleting, moving, cutting, and pasting functions
23. Perform bold, underline, and italics functions
24. Apply numbering and bulleting
25. Apply page formatting functions
26. Insert, copy, and customize shapes
27. Insert and customize text boxes
28. Perform file maintenance functions
29. Create and customize tables
30. Create and customize SmartArt

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted