

OST 136 WORD PROCESSING

COURSE DESCRIPTION:

Prerequisites: None

Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Course Hours per Week: Class, 2. Lab, 2. Semester Hours, 3.

LEARNING OUTCOMES:

- A. To offer an in- 6
- B. To expose students to practical examples of the computer as a useful tool
- C. To acquaint students with the proper procedures to create documents suitable for coursework, professional purposes, and personal use
- D. To help students discover the underlying functionality of Word 2016 so they can become more productive
- E. To develop an exercise-oriented approach that allows learning by doing

OUTLINE OF INSTRUCTION:

- I. Creating, Formatting, and Editing A Word Document with a Picture
 - A. Objectives
 - B. Introduction
 - C. Project
 - D. Entering Text
 - E. Formatting Paragraphs and Characters
 - F. Correcting Errors

E.