

Department: Business

Course Title: Word Processing

Course #: 611

DESCRIPTION OF COURSE: Students will learn basic word processing skills while applying appropriate keyboarding manipulation skills. Their keyboarding skills will be assessed and remediated where necessary. Students will apply basic word processing skills to format and prepare personal, business, and academic documents, such as letters, tables, reports, and resumes. In addition, they will understand and apply the basic functions of a current word processing program. Presentation software will also be introduced. The combination of word processing and presentation software makes this an ideal course for all students getting ready to prepare their graduation project. After successful completion of word processing, students will gain necessary word processing skill for personal, academic, or workplace use. Achievement will be demonstrated through quizzes, tests, and projects.

REQUIRED TOPICS OF STUDY	SUGGESTED INSTRUCTIONAL TIME	STANDARDS/ ASSESSMENT ANCHORS
Keyboard skill development	3	1.1.11F/3.7.10CC
Word Processing concepts	7	1.1.11F/3.7.10D
Document production	7	3.7.10D

INSTRUCTIONAL RESOURCES:

Century 21 Accounting 8e, Gilbertson, Lehman & Ross with working papers