



OST219 COURSE OUTLINE

Course Number OST219	Course Title Word Processing Concepts and Applications	Credits 3
Hours: Lecture/Lab 2/2	Co- or Pre-requisite OST111 with minimum of C grade or equivalent keyboarding	Implementation sem/year

Catalog description:

Students develop proficiency in a wide range of word processing functions using Microsoft Word® software. Covers generic functions pertinent to all word processing software, as well as, correct document formatting.

Required texts/other materials:

Text: See course syllabus or MCCC bookstore for current textbook
Software: Microsoft Word (See course syllabus for software version)

Revision date:
Spring 2019

Course coordinator:
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Course Competencies/Goals:

The student will be able to:

- Create and edit memos, letters, and reports of varying complexity
- Apply appropriate formatting elements and styles to a range of document types
- Identify improper document formatting and make corrections.
- Add graphics and other visual elements to enhance written communication
- Given a workplace scenario requiring a written solution, assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively
- Demonstrate how proper use of word processing tools can increase productivity

Course-specific General Education Knowledge Goals and Core Skills.

General Education Knowledge Goals

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

MCCC Core Skills

Goal E. Computer Literacy. Students will use computers to access, analyze or present information, solve problems, and communicate with others.

Units of study in detail:

Unit I **The Basics: Working with Characters and Paragraphs**

Learning Objectives

Students will be able to:	Topics
Create a Document and Use Help	Creating and Saving a Word® Document Editing a Document Using Help
Format Text	Changing the Font (Typeface) and Modifying Font Style, Size, and Color Using Font Effects
Add Effects and Styles	Changing Character Spacing Using Quick Styles and Themes
Enhance a Document	Aligning Text Indenting Text Setting Line and Paragraph Spacing
Use Formatting Features	Creating Numbered and Bulleted Lists Revealing and Comparing Formatting Using Format Painter
Add Borders and Shading Work with Tabs	Applying Borders and Shading Positioning Tab Stops Using the Ruler Setting Tabs Modifying Tabs
Work with Text	Cutting, Copying, and Pasting Text Using the Office Clipboard
Proofread Documents	Checking Spelling and Grammar Using AutoCorrect Using the Thesaurus
Get Document Information	Displaying Word Count Using the Translation Feature Using the Research Tool
Use Document Views	Changing the Document View Choosing Page Orientation and Changing Margins

Unit II **Working with Multi-Page Documents**

Learning Objectives

Students will be able to:	Topics
Number Pages	Inserting and Formatting Page Numbers Numbering Pages Using the Header and Footer Toolbar
Use Headers and Footers	Creating and Positioning Headers and Footers Modifying Headers and Footers Customizing Headers and Footers
Search within a Document	Finding and Replacing Text Finding and Replacing Formatting Using the Go To Feature
Insert Elements into a Document	Inserting Symbols Inserting Date and Time
Navigate in a Document and Create Hyperlinks	Using Thumbnails and the Document Map Inserting Bookmarks and Cross-References Creating and Editing Hyperlinks
Manage Folders and Documents and Use Templates	Managing Folders Managing Documents Using Templates
Arrange Documents	Working with Multiple Documents Sizing a Document
Print Documents	Printing Documents Creating and Printing Envelopes Creating and Printing Labels

Unit III Working with Shapes, Images, & WordArt

Learning Objectives

Add Images and Shapes	Working with Images Creating and Modifying SmartArt
Insert and Format Images	Inserting, Cropping, and Controlling Images Text Wrapping and Positioning Images Resizing and Rotating Images
Insert and Format Objects	Drawing Shapes Inserting and Formatting Text Boxes Inserting and Formatting AutoShapes
Work with Organization Charts	Inserting Organization Charts Modifying Organization Charts
Create and Customize WordArt	Inserting and Modifying WordArt Text Customizing WordArt Text

Unit IV Working with Tables

Learning Objectives

Work with Tables	Creating Tables Inserting and Modifying Text in a Table
Apply and Modify Styles to a Table	Applying Styles to a Table Modifying Existing Table Styles Using Quick Tables
Modify a Table	Modifying Tables Converting Text to a Table
Sort and Calculate in Tables	Sorting Text in Tables Performing Calculations in Tables

Unit V Working with Mail Merge

Learning Objectives

Automate Large Mailings	Creating Form Letters Using Mail Merge Creating Custom Fields
	Creating Mailing Labels Using the Mail Merge Wizard
Sort Text and Data	Sorting Text in Paragraphs Sorting Records Selecting Records

Unit VI Working with and Sharing Multi-Page Documents

Learning Objectives

Create Readable Documents	Customizing Headers and Footers Controlling Text Flow Controlling Text Layout
Share Documents	Using Comments Tracking Changes Customizing Track Changes
Work with Quick Parts	Inserting Fields from Quick Parts
Use Document Styles	Working with Styles Creating and Applying Styles Using the Style Gallery

Evaluation of student learning: Students will be assigned homework designed to reinforce topics presented in the course. Students will demonstrate their understanding of how to use the word processing program by taking objective and performance-based assessments.

Homework/Projects	20-25%
Class Participation	5%
Objective Assessments	20-25%
Performance Assessments	50%

Academic Integrity Statement:

Mercer County Community College is committed to Academic Integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

A. Uses or obtains unauthorized assistance in any academic work.

- copying from another student's exam.
- using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
- stealing an exam or possessing a stolen copy of an exam.

B. Gives fraudulent assistance to another student.

- completing a graded academic activity or taking an exam for someone else.
- giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
- sharing answers during an exam by using a system of signals.

C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.

- submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
- using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
- presenting another individual's work as one's own.
- submitting the same paper or academic assignment to another class without the permission of the instructor.
- falsifying bibliographic entries.
- submitting any academic assignment which contains falsified or fabricated data or results.

D. Inappropriately or unethically uses technological means to gain academic advantage.

- inappropriately or unethically acquiring material via the Internet or by any other means.
- using any electronic or hidden devices for communication during an exam.

Office of Special Services: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined, or which will require academic accommodations, please notify your instructor at the start of the semester. Any student who has special needs because of a disability is entitled to receive accommodations. Eligible students at Mercer County Community College are assured services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you believe you are eligible for services, please contact the Director of Academic Support Services at (609) 570-3525.