

COLLEGEWIDE COURSE OUTLINE OF RECORD

OAD 103, INTRODUCTION TO COMPUTERS WITH WORD PROCESSING

COURSE TITLE: Introduction to Computers with Word Processing

COURSE NUMBER: OAD 103

PREREQUISITES: Typing proficiency of 30 gwam

DIVISION: Business

PROGRAM: Office Administration

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Spring, 2006

EFFECTIVE DATE OF THIS REVISION: Fall, 2006

CATALOG DESCRIPTION: Introduces the concepts of word processing systems. Offers hands-on experience in the operation of a specific word processing software package.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course, the student will be expected to:

1. Identify the principal hardware, peripherals, and software components and describe their functions.
2. Identify the parts of word processing equipment and differentiate between hardware and software.
3. Recognize and understand basic computer technology.
4. Create, edit, save and print a word processing document.
5. Enhance business documents with character formatting including caps, bold, underlining, and italics.
6. Enhance business documents by changing the margins and indentations.
7. Adjust the style and size of type as well as the appearance of characters in standard business documents.
8. Proof and correct business documents using features such as Spell Check, Thesaurus, and Grammar Check.
9. Adjust page breaks and number pages in a document.
10. Generate two- and three-column tables with tab settings.
11. Apply page characteristics such as headers, footers or endnotes to multiple page documents.
12. Move or copy text between business documents.
13. Revise text and codes in business documents by using the Find and Replace feature.
14. Maintain files using features such as copy, move, rename, and print.
15. Use macros to record and play keystrokes in a document.
16. Insert graphic images in a document and insert tables, text, or art images inside boxes.
17. Create graphics elements such as equations, paragraph and page borders, and graphics lines to enhance standard business documents.
18. Change the paper size to print text on a variety of stationery, including envelopes and labels.
19. Create documents using different column layouts.
20. Enhance the organization of business reports and outlines with automatic outlining.
21. Create business tables.

22. Format and merge files.
23. Sort information in a document.
24. Recognize special and/or advanced software features as they relate to software certification.

COURSE CONTENT: Topical areas of study include -

Create, print, and edit documents	Enhance visual display and clarity of documents
Manage multiple documents	Format documents and use Help features
Create and format tables	Insert graphic elements
Format with special features	Merge documents; sort and select data
Work with shared documents	Create tables and indexes
Create, record, run and edit macros	Create, edit, and save fill-in forms

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA STATEMENT:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.