

BUSN 1400 - Word Processing Applications (version 201003L)

Course Title Course Development Learning Support

Word Processing Applications Standard No

Course Description

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

Pre-requisites

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COMP 1000 - Introduction to Computer Literacy (201712L)

Co-requisites

Co-requisites: None

Course Length

	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	1500	30		
Lab 2:	3000	60		
Lab 3:	0	0		
Total:	4500	90	4	
Semester Credit Hours:			4	142.5
Breakout Detail of Lab 3				
Practicum/Internship	0	0		
Clinical	0	0		

Competencies & Outcomes

Order	Description	Lecture	Lab 2	Lab 3	Total Min	Credit Hrs	Pract Intern	Clinical
1	Word Processing Concepts	50	100	0	150	0	0	0
Order	Description						Learning Domain	Level of Learning
1	Define terminology relating to word processing software						Cognitive	Knowledge
2	Create , update, and delete files and folders						Cognitive	Synthesis
3	Demonstrate the ability to save and retrieve a file to various locations						Cognitive	Application
2	Customizing Documents	250	500	0	750	0	0	0
Order	Description						Learning Domain	Level of Learning
1	Modify and format documents by using styles, themes, templates, and backgrounds						Cognitive	Synthesis

	2	Change documents by inserting headers and footers, and creating and formatting columns					Cognitive	Application	
	3	Modify and update tables of contents and indexes					Cognitive	Synthesis	
	4	Change document properties to customize documents					Cognitive	Application	
	5	Demonstrate the ability to insert document navigation tools					Cognitive	Application	
	6	Change personal preferences and the research options					Cognitive	Application	
3	Formatting Content		250	450	0	700	1	0	0
	Order	Description					Learning Domain	Level of Learning	
	1	Demonstrate the ability to format text and paragraphs by applying styles, formatting options and tabs					Cognitive	Application	
	2	Change text by cutting, copying, pasting and using Find/Replace					Cognitive	Application	
	3	Modify pagination by creating and revising sections, adding and removing page breaks					Cognitive	Synthesis	
4	Working with Visual Content		250	500	0	750	0	0	0
	Order	Description					Learning Domain	Level of Learning	
	1	Demonstrate the ability to insert illustrations such as clip art, pictures, shapes and Smart Art					Cognitive	Application	
	2	Demonstrate the ability to format illustrations by changing text wrapping, resizing, cropping, and rotating					Cognitive	Application	
	3	Demonstrate the ability to format text graphically by using Word Art, pull quotes and drop caps					Cognitive	Application	
	4	Demonstrate the ability to insert and modify text boxes					Cognitive	Application	
5	Organizing Content		350	600	0	950	1	0	0
	Order	Description					Learning Domain	Level of Learning	
	1	Demonstrate the ability to structure content by using shortcuts					Cognitive	Application	
	2	Modify tables, table properties, and cells					Cognitive	Synthesis	
	3	Create tables and lists to organize content					Cognitive	Synthesis	
	4	Demonstrate the ability to insert and format source references, citations and captions					Cognitive	Application	
	5	Demonstrate the ability to add and edit a Bibliography					Cognitive	Application	
	6	Develop, edit, and revise table of figures and tables of authorities					Cognitive	Synthesis	
	7	Demonstrate the ability to complete a mail merge by creating form letters, envelopes and labels with a data source and a main document					Cognitive	Application	
6	Reviewing Documents		250	450	0	700	1	0	0

Order	Description	Learning Domain	Level of Learning
1	Demonstrate the ability to navigate documents by using Find functions	Cognitive	Application
2	Demonstrate the ability to change windows views	Cognitive	Application
3	Assess and merge documents versions	Cognitive	Evaluation
4	Demonstrate the ability to manage tracked changes by displaying revisions, applying/denying changes and modifying tracking options	Cognitive	Application
5	Demonstrate the ability to insert, modify, and delete comments	Cognitive	Application

7 **Sharing and Securing Content** 100 400 0 500 0 0 0

Order	Description	Learning Domain	Level of Learning
1	Prepare documents for sharing	Cognitive	Application
2	Prepare documents for sharing by using the Document Inspector and the Compatibility Checker	Cognitive	Application
3	Demonstrate the ability to control document access by limiting permissions, identifying document as final, and establishing passwords	Cognitive	Application
4	Demonstrate the ability to attach and/or authenticate documents by using digital signatures	Cognitive	Application

Competency Totals:	Lecture 1500	Lab 2 3000	Lab 3 0	Total Min 4500	Cred Hrs 4	Pract Intern 0	Clinical 0
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