



Course: LRSK 0920 Functional Word Processing I

Initial Course Proposal

Prepared By:	
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Semester Prepared:	Fall 2006
CG&E Approved:	
Board Approved:	
State Approved:	Fall 2010

First Revision

Updated By:	V. Herder
Reviewed By:	J. Ross, J. Polizzotto, S. Vaughan
Semester Updated:	Fall 2012
CG&E Approved:	12/10/12
Board Approved:	1/9/13
State Approved:	pending

Second Revision

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Reviewed By:	
Semester Updated:	
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Third Revision

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Reviewed By:	
Semester Updated:	
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Board Approved:	
State Approved:	

Text Update

Semester Updated:	
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Learning Skills (LRSK) 0920 Functional Word Processing I (2)
[formerly Learning Skills 63ABCD]

Prerequisite: None

Total Hours: 28 hours lecture; 16 hours lab (44 hours total)

Catalog Description: This course covers the fundamentals of word processing. Basic word processing skills for producing paragraphs and essays are covered.

Type of Class/Course: Non-degree applicable

Text: None

Additional Instructional Materials: None

Course Objectives:

By the end of the course, a successful student will be able to:

1. Operate appropriate word processing applications,
2. Determine which computer application is most appropriate for use in different situations, and
3. Produce a paragraph, essay, and/or business letter using a word processing application.

Course Scope and Content (Lecture):

- Unit I Understanding the Computer
- A. Students will learn the components of the computer
 - B. Basic computer terminology
 - C. Familiarity with desktop icons
 - D. Initialization of applications
- Unit II Composing Documents
- A. Students will learn how to set up
 - B. Write documents using the word processing applications
- Unit III Documents on the Computer
- A. Students will learn correct procedures for formatting and saving documents
 - B. Inserting, moving, and extracting text
 - C. Graphics and printing documents

Course Scope and Content (Laboratory):

Laboratory content is embedded into the class time for students to practice using word processing applications

Unit I Understanding the Computer

- A. Exercises using the components of the computer
- B. Basic computer terminology
- C. Familiarity with desktop icons
- D. Initialization of applications

Unit II Composing Documents

- A. Exercises setting up
- B. Write Documents using the word processing applications

Unit III Documents on the Computer

- A. Exercises using correct procedures for formatting and saving documents
- B. Inserting, moving, and extracting text
- C. Graphics and printing documents

Learning Activities Required Outside of Class:

Students will be required to complete 1.5 hours of outside assignments per week, practicing word processing applications.

Method of Instruction:

1. Lecture,
2. Individual and group work,
3. Demonstration, and
4. Lab work.

Methods of Evaluation:

1. Written assignments,
2. Observations, and
3. Exams and quizzes.