

Date Adopted: September, 1985

Date Reviewed: Aug 2015

Date Revised: Aug 2015

OAD 125 WORD PROCESSING

I. OAD 125 WORD PROCESSING– 3 Semester Hours

II. Course Description

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports.

III. Prerequisite

OAD 101/or OAD 103 /or permission of instructor.

IV. Textbook

Textbook: Microsoft Word 2013 Benchmark Levels 1 and 2

Publisher: Paradigm Publishing, Inc.

Authors: Nita and Rutkosky

V. Course Objectives

1. The student will have an understanding of word processing terminology.
2. The student will be able to operate a word processing system by using the functions and commands for the specific software package.
3. The student will be able to create tables using the key line method and customized table features.
4. The student will be able to maintain storage devices and create, save, retrieve, edit, and print files.

VI. Course Outline of Topics

1. Given at least one theory test on word processing terminology, the student must complete the test with at least 60 percent accuracy.
 - a. The student will be able to operate a word processing system by using the functions and commands for the specific software package.
2. Given exercises in which the student must use the commands, the student must complete at least 80 percent of the assigned work.
 - a. The student will be able to create tables using the keyline method and customized table features.
3. Using the formatting options available, the student will create and customize tables.
 - a. The student will be able to maintain storage devices and create, save, retrieve, edit, and print files.
4. Given documents to create, save, retrieve, edit, and print, the student must complete at least 80 percent of the documents assigned.
5. Given files to save, the student will be able to store documents on internal and external storage devices.
6. Given at least two production tests, the student must complete each test in a designated amount of time as deemed appropriate by the instructor for each particular function.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).