Course Name: Word Processing Applications I

Course Number: BOT* 137

Credits: 3

Catalogue description: An introduction to computer literacy, computer applications, concepts, and operations; A software package provides hands on experience in various models of letters, reports, special forms, and rough drafts. The student will be able to create, edit, manipulate, and print documents leading to entry-level skills in a Window-based computer software package. Substantial laboratory time is required in the computer lab.

Prerequisite, Corequisite, or Parallel: ENG* 101 and Grade of "C" or higher in BOT*111 or permission of instructor
Parallel: BOT*E112

General Education Competencies Satisfied:

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

☒ **BUS**   **Business elective**
☒ **COMP**   **Computer Science Elective**

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:
1. Develop confidence and basic skill in the use of the personal computer
2. Explain and define the concepts involved in word processing
3. Explain and define the concepts involved in database management

4. Explain and define the concepts for graphing
5. Explain and define the concepts involved in integrating the applications into one document

Course Content:

Introduction to Computers
      Hardware and Software
      Learn how to format a disk, copy a disk, understanding what a desktop is
      Learn Windows Explorer, My Computer
      Learn other fundamental WINDOW concepts
Introducing the Word Processing
      Learn how to insert, delete basic documents
      Learn how to save, print, and close a document
Manipulating Text with Word Processor
      Learn how to copy and move text
      Learn font face, font style, font size, and font attributes
      Learn tabulation and leaders
Advanced Word Processing Techniques
      Learn how to use borders and fill
      Learn how to align paragraphs
      Learn pagination, margins, date codes

Date Course Created:

Date of Last Revision: 04/01/2017