## Course Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Clock Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 3716</td>
<td>Word Processing Concepts</td>
<td>3</td>
<td>3 Lecture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0 Laboratory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0 Demonstration</td>
</tr>
</tbody>
</table>

**Department:** Business and Technology Education  
**Prerequisite(s):** OST 2120 and OST 2335  

**College:** Education

**Required Textbook(s):**

**Faculty Member:** Ms. Wonda Martin  
**Term and Year:** Summer, 2009  
**Office Location:** Room 308 GEC-A  
**Campus Telephone:** 561-2439

<table>
<thead>
<tr>
<th>Office Hours:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 a.m.</td>
<td>12:25 p.m.</td>
<td>10:00 a.m.</td>
<td>12:25 p.m.</td>
<td>By Appointment</td>
</tr>
<tr>
<td></td>
<td>to</td>
<td>to</td>
<td>to</td>
<td>to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:00 p.m.</td>
<td>3:25 p.m.</td>
<td>12:00 p.m.</td>
<td>3:25 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

**Course Description**

This course is designed to introduce students to word processing theory, software and equipment.

**Overall Goals of the Course**

This course is designed to acquaint students with the developments in the world of office technology and the effect these developments are having on office work. This course also introduces students to word processing terminology and procedures for using word processing equipment to produce attractive, mailable documents.
Generic Teaching Competencies and Skills Addressed During the Course

The Florida Teacher Certification Examination (FTCE) is related to the generic teaching competencies established by the State of Florida. Specifically, the competencies relative to OST 3711 are as follows:

1. Apply knowledge of physical, social, and academic developmental patterns and of individual differences to meet the instructional needs of all students about those needs.
2. Enhance their feelings of dignity and self-worth and the worth of other people including those from other ethnic, cultural, linguistic, and economic groups.
15. Communicate effectively using verbal and nonverbal skills.
16. Create and maintain academic focus by using verbal, nonverbal, and/or visual motivational devices.
17. Present forms of knowledge such as concepts, laws and law-like principles, academic rules, and value knowledge.
18. Present directions appropriate for carrying out an instructional activity.
19. Stimulate and direct student thinking and check student comprehension through appropriate questioning techniques.
20. Provide appropriate practice to promote learning and retention.
21. Relate to students’ verbal communications in ways that encourage participation and maintain academic focus.
22. Use feedback procedures that give information to students about the appropriateness of their response(s).
23. Conduct reviews of subject matter.
24. Use computers in education.

Specific Behavioral Objectives

The course is designed to lead students to the accomplishments of the following performance objectives:

15. Identify and describe three key elements in a word processing systems.
16. List and discuss the major skills needed by word processing personnel.
17. Explain the major advantages of centralized word processing centers and decentralized centers.
18. List and describe steps in word/information processing cycle.
19. List and explain the different methods of word processing input.
20. List and describe features of various text editors.
21. Discuss types of storage media.
22. Discuss proper handling of storage media.
23. Demonstrate proper care of equipment and supplies.
24. Explain work measurement.
25. Define word/information processing terms.
26. Demonstrate basic word processing skills—typewriting, proofreading, grammar check, etc.
27. Demonstrate ability to use word processing equipment.

Subject Area Competencies and Skills Addressed During this Course

1. Identify characteristics common to word processing programs (e.g., block, move, search, and replace).
2. Demonstrate knowledge of legal and ethical practices.
3. Demonstrate knowledge of related terminology.
UNIT 1: EDITING A DOCUMENT
Chapter 1: Creating, Saving, and Printing Word Documents
Chapter 2: Editing a Document
Chapter 3: Formatting Characters
Chapter 4: Formatting Paragraphs
Chapter 5: Managing Documents

UNIT 2: PRODUCING ENHANCED AND CUSTOMIZED DOCUMENTS
Chapter 6: Changing Fonts
Chapter 7: Using Writing Tools
Chapter 8: Formatting with Special Features
Chapter 9: Manipulating Tabs
Chapter 10: Printing
Chapter 11: Merging Documents

UNIT 3: PREPARING AND ENHANCING LONG DOCUMENTS
Chapter 12: Preparing Multiple Page Documents
Chapter 13: Creating Headers and Footers in a Document
Chapter 14: Creating Footnotes and Endnotes
Chapter 15: Manipulating Text within and Between Documents
Chapter 16: Conducting a Find and Replace

UNIT 4: ENHANCING THE VISUAL DISPLAY OF DOCUMENTS
Chapter 17: Creating and Formatting Tables
Chapter 18: Adding Borders, Frames, and Pictures
Chapter 19: Formatting Text into Columns
Chapter 20: Using WordArt
Chapter 21: Using Microsoft Draw
Teaching Methods

Discussions
Demonstration
Individualized Instruction
Lecture
Question and Answer Sessions

Methods of Evaluation

The final grade will be an average of all grades on tests, assignments, and performance weighted as stated below. Tests will be written and performance-based. In addition to correct responses, grammar, spelling and sentence structure will also be evaluated on written tests. Performance tests will be evaluated in terms of mailability (correct placement/format, error free, etc.).

<table>
<thead>
<tr>
<th></th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>40%</td>
</tr>
<tr>
<td>Graded Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Unit Performance Assignments</td>
<td>30%</td>
</tr>
</tbody>
</table>

References, Supplemental Materials, and Student Support Available


Reference Books

Dictionary
Office Manual
Keyboarding/Typewriting Textbooks
Current Newspapers (Business Section)
Current Professional Journals and Magazines