

# Miami-Dade Community College

## OST1700 Word Processing for the Office

### Course Description:

This entry-level 1 credit course will introduce basic functions of a word processing program currently on the market. This course covers basic functions and simple applications using the word processing program.

*1 Credit*

### Course Competencies:

- |               |  |
|---------------|--|
| Competency 1: | The Student will perform basic functions of word processing by             |
|               | a. Opening files and applying functions to the files.                      |
|               | b. Creating files and applying functions to the files.                     |
|               |  |
| Competency 2: | The Student will create documents using word processing software by        |
|               | a. Keying letters in the appropriate format using the necessary functions. |
|               | b. Formatting documents using the necessary functions.                     |
|               |  |
| Competency 3: | The Student will manage files on a student disk by                         |
|               | a. Saving and opening files on a disk.                                     |
|               | b. Making new folders.   |
|               | c. Cutting, copying, and pasting files.                                    |
|               | d. Deleting and renaming files and folders.                                |
|               | e. Printing a file list.   |

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.

**Miami-Dade Community College**  
**OST1700 Word Processing for the Office**  
**COURSE SYLLABUS**

Catalog Description:

This entry-level 1 credit course will introduce basic functions of a word processing program currently on the market. This course covers basic functions and simple applications using the word processing program.

Student Learning Objectives or Outcomes:

Upon successfully completing the course, the student will be able to:

1. Demonstrate basic functions of word processing such as the following: open, create, close, save, preview, print, and exit a file and perform basic file management tasks.
2. Create documents using word processing software and manage files.
3. Demonstrate basic understanding of the Common Text Elements by performing the undo and redo text function and using the proofing tools: spell checker, find and replace text.

Text            *Training Materials will be provided.*

Evaluation Procedure

Students will be evaluated according to projects completed, as follows:

Projects:	One of the following grades will be assigned:
Project 1 = 30%	A= 90-100
Project 2 = 30%	B= 80-89
Project 3 = 30%	C= 70-79
Participation = 10%	D= 60-69
	F= <60

Software Copyright Law

There will be no copying of any software unless the disk jacket of the software expressly states such copying is allowed.

Academic Dishonesty

Students found copying work or duplicating disks will face academic dishonesty charges through the Dean of Students' Office.