

Miami-Dade Community College
OST 1741 - BEGINNING WORD PROCESSING

Course Description: In this course the student will be learning basic functions using a popular word processing program currently on the market. This course covers theory and definitions of word processing, basic functions, and simple applications using the word processing program. In addition, this course covers the basic functions and information about Microsoft Windows, the disk operating system. The student will also be required to complete lab assignments.

3 Credits

Corequisite: OST 1741L

Course Competencies:

Competency 1: The Student will identify the components of a computer system by

- a. labeling the parts of the computer system and following textbook directions referring to the components.

Competency 2: 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 3: The Student will create documents using word processing software by

- a. keying memorandums in the appropriate format using the necessary functions.
- b. keying letters in the appropriate format using the necessary functions.
- c. using reports and other business correspondence to be formatted appropriately using the necessary functions.

Competency 4: 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.