

COURSE TITLE: Word Processing

GRADE LEVEL: 9 -1 2

CODE: BCT306

COURSE LENGTH: 36 weeks

RECOMMENDED PREPARATION: Keyboarding Proficiency

Major Concepts/Content: Word Processing is designed for students who are able to use the touch method in keyboarding. The course is designed to develop word processing skills with continue emphasizes on speed building and accuracy. Instruction is included in the following areas: basic language skills, word processing concepts and terminology, formatting of various documents, maintenance and care of equipment, proficiency in the use of at least one word processing software program.

Major Instructional Activities: Program delivery will be self-paced. Course activities will include the use of software packages, reference manuals, projects, and simulations.

Major Evaluative Techniques: Students will be evaluated using tests, simulations, and projects.

Essential Objectives: Upon completion of the course, students should be able to:

- Demonstrate a basic understanding of the information processing cycle, the equipment and software used, and basic terminology.
- Produce and format common business documents such as letters, memos, and reports.
- Use proofreading and editing skills.
- Use decision-making skills to evaluate document formats and mailability.
- Combine documents using software features.
- Apply reference materials and use on-screen help.
- Use software features to create specialized formats such as columns, tables, outlines, etc.
- Produce documents of varying sizes.
- Integrate all word processing skills by performing functions required in projects.