WORD PROCESSING PROGRAM

QS/KEY 001
WORD PROCESSING

Course Description
This course is designed to provide students with marketable and practical typing skills.

General Course Purpose
The purpose for Keyboarding-Typing I course is designed to educate the student to key letters, figures, and common symbol keys by touch—without looking at your fingers. Students will learn correct keyboarding techniques, machine manipulation, and basic computer competence. Students will demonstrate the ability to key writings of average difficulty from straight copy, rough-draft copy, and statistical copy at acceptable speeds with minimum errors. Students will develop proofreading skills and applying basic punctuation rules needed in documents. Students will learn to create memos, letters, reports, and tables in proper format from semi-arranged copy according to established standards and specific directions. An emphasis will also be on word processing applications and computer mastery.

Course Prerequisites/Co-requisites
High School Diploma or GED

Course Objectives
Upon completion of this course, the student should be able to:
- Learn to type without looking at keyboard
- Improve typing speed and accuracy
- Recognize and use proper symbols for expression
- Recognize various formats for letter writing
- Develop and utilize standard vocabulary for creating documents
- Learn research skills

Major Topics to be Included
a) Proofreading and correcting errors
b) Typing timed writings at an acceptable speed with minimum of determined errors
c) Alphabetizing items
d) Learn numbers symbols, expression and proofreader marks
e) Word processing, format paragraphs & pages
f) Memos and letters
g) Long Reports
h) Clip art, office typing