COURSE OUTLINE

Computer Applications & Business Office Technologies 220
Word Processing for Academic Writing

I.   Catalog Statement

Computer Applications & Business Office Technologies 220 is a course designed to
benefit students who are required to write essays, term papers, and research papers. The
course teaches students to use a word processing program, enabling them to edit their
writing easily and encouraging a more finished product. Students will also learn how to
format citations and reference pages using proper MLA and/or APA style.

Units – 1.0 (8 weeks)
Lecture/Demonstration Hours – 1.5
Total Laboratory Hours – 1.5
(Faculty Laboratory Hours 1.5 + Student Laboratory Hours 0.0 = 1.5 Total Laboratory
Hours)

Recommended preparation: Eligibility for English 120 or ESL 151 and basic knowledge
of Windows and keyboarding

II.   Course Entry Expectations

Skill Level Ranges: Reading 5; Writing 4; Listening/Speaking 5; Math 2

III.   Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
1.   create and format term papers and other reports using accepted manuscript style;
2.   format footnotes in reports using a standard documentation style, such as MLA
         and/or APA;
3.   create prefatory and appended report pages, such as title page, table of contents,
         and bibliography.

IV.   Course Content   **Total Contact Hours = 16**

A.   Word Basics   2 hours
        1.   Creating a document
        2.   Naming and saving a document
        3.   Opening a document
        4.   Printing a document
B.   Editing   2 hours
        1.   Deleting text
        2.   Inserting text
        3.   Using the spelling and grammar check
        4.   Using the thesaurus
C.   Formatting   4 hours

        1.   Changing the font and font characteristics
        2.   Understanding paragraph formats
        3.   Setting margins
        4.   Indenting
        5.   Spacing
        6.   Underlining
        7.   Developing bulleted and enumerated lists

D.   Working with Long Documents   10 hours
        1.   Using manuscript style
        2.   Working with sections
        3.   Creating headers and footers
        4.   Numbering pages
        5.   Creating a title page
        6.   Creating a table of contents and index

E.   Working with Research Papers   6 hours
        1.   Creating Word tables and charts
        2.   Embedding an Excel chart or table in a report
        3   Formatting a report using MLA and/or APA style
        4.   Formatting a bibliography or references page in MLA and/or APA style using appropriate software
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V.   <u>Methods of Presentation</u>

The following instructional methodologies may be used in the course:
1.   lecture;
2.   demonstration;
3.   lab activities.

VI.   <u>Assignments and Methods of Evaluation</u>

1.   Lab assignments
2.   Final examination

VII.   <u>Textbook</u>

Handouts on manuscript format and use of Microsoft software
Web sites on MLA and APA format

VIII.   <u>Student Learning Outcome</u>

Upon successful completion, the student will be able to:

1. key and format term papers and reports using acceptable manuscript style;
2. document reports using a standard documentation style such as MLA and/or APA;
3. create prefatory and appended report pages, such as title page, table of contents, and works cited.