

CUMBERLAND COUNTY COLLEGE

Course: OA 102: Word Processing Skills

Credits: 3

Prerequisites: RD 100, EN 060

Description:

This course teaches the student to use Microsoft Word installed on IBM-compatible computers. Topics included are; performing the basic operations of creating and editing documents and formatting and saving relevant data.

Learning Outcomes:

At the completion of this course, students will be able to:

- Use the computer to practice Microsoft Word
- Create common business and personal documents
- Create, edit, format and organize documents
- Recognize more advanced features of Microsoft Word such as mail merge and templates

Topical Outline:

- Using the Common Features of Office 2010
- Creating Documents with Microsoft Word 2010
- Using Tables and Templates to Create Resumes and Cover Letters
- Using Tables and Templates to Create Resumes and Cover Letters
- Creating Research Papers and Newsletters, and Merged Mailing Labels
- Using Styles and Creating Multilevel Lists and Charts
- Creating Web Pages and Using Advanced Proofing Options
- Building Documents from Reusable Content
- Revising Documents Using Markup Tools

Text: Gaskin, Ferrett, Martin (2010). *GO! With Microsoft: Word 2010 Introductory*. Pearson.

Student Assessment: Lab Assignment, essays, exams.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense.

As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

Tutoring & Project Assist

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

Before Withdrawing From This Course

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) **BEFORE** withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.