

Date Prepared: July 13, 2000

COURSE OUTLINE

 New X Revised

Effective Date: Fall 2000

1. **COURSE PREFIX NUMBER:** AST 141 **CREDIT HOURS:** 3
2. **COURSE TITLE:** **Word Processing I**
3. **PREREQUISITES:** AST 101 or equivalent
4. **COURSE DESCRIPTION:** Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite: AST 101 or equivalent. Lecture 3 hours per week.
5. **CONTENT:** (Major Headings)
 - a. Basic Character and Line Formatting
 - b. Editing a Document
 - c. Formatting Characters and Lines
 - d. Formatting Lines
 - e. Changing Margins and Indents
 - f. Changing Fonts
 - g. Using Spell Checker and Thesaurus
 - h. Inserting Page Formatting
 - i. Manipulating Tabs
 - j. Creating Headers and Footers
 - k. Creating Footnotes and Endnotes
 - l. Maintaining Documents
 - m. Creating Tables
6. **GENERAL COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

 - a. understand basics about computer hardware, software, and memory.
 - b. create, edit, format, save, print, and manage documents on disk.
 - c. produce enhanced and customized documents.
 - d. prepare and enhance long documents.