

ITSW 1301
Introduction to Word Processing

Western Texas College

- I. Basic Course Information
 - A. Course Description: An overview of the production of documents, tables, and graphics.
 - B. Required Prerequisite: None
- II. Student Learning Outcomes
 - A. Identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents.
- III. Testing Requirements
 - A. The final exam must be proctored. (ask your instructor for more details)
 - B. Students will be allowed to use the one sheet study sheet provided by instructor for the final exam
- IV. Major Course Requirements
 - A. Lab Assignments 45%
 - B. Exams 20%
 - C. Final 35%
- V. Information on Books
 - A. Required Book: MyLab IT with Pearson eText -- Access Card -- for GO! with Microsoft Office 365, 2019 Edition, ISBN 9780135651261
- VI. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:
 - A. Campus Calendar
 - B. Final Exam Schedule
 - C. How to drop a class
 - D. Withdrawal Information
 - E. Student Conduct/Academic Integrity
 - F. Class Attendance
 - G. Student with disabilities
- VII. Course Content

	Logon instructions for MYITLAB & getting started with labs
Chapter 1	Creating Documents with Microsoft Word
Chapter 2	Using Tables and Templates to Create Resumes and Cover Letters
Chapter 3	Creating Research Papers, Newsletters, and Merged Mailing Labels
Chapter 4	Using Styles and Creating Multilevel Lists and Charts
Chapter 5	Using Advanced Table Features

Chapter 6	Building Documents from Reusable Content and Using Markup Tools
Review	
Final	

***Disclaimer: Assignments due to change by instructor

Last Modified: August 19, 2019