

2010/2011 Word Processing Software Applications

PTI303 - 18 weeks

DoDEA Course Description and Competencies

About the Program

Word Processing Software Applications prepares students for careers in business. The course sequence focuses on duties and tasks performed by professionals using word processing software as well as pre-employment and employment skills.

Major Concepts/Content: Word Processing Software Applications provides students with the opportunity to develop professional level skills in word processing software. Skills taught include creating, customizing, managing and organizing documents by using formatting and visual content that is appropriate for the information presented. This may include reviewing, sharing, and securing content.

Major Instructional Activities: Instruction will be provided in a lab utilizing individualized instruction and electronic learning services. Students successfully completing this course will be **eligible** to take at least one of the user or specialist exams for word processing software certification.

Major Evaluative Techniques: Assessment will be accomplished by checking student work in progress to ensure that each student adheres to the timelines throughout the course and that the assignments are successfully completed. In addition, objective and problem-solving tests, projects and other means deemed appropriate by the facilitator will be used.

Essential Software: The focus of this course will be the use of Microsoft Office Word to produce a variety of documents.

The table below is a competency list for the Word Processing course. The competencies are considered essential and are required of all students.

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Implementing DoDEA's CTE Course Requirements	
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.
• 002	Identify issues related to this field of study that affect the environment and impact local and global communities.
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.
Exploring Computer Concepts	
• 004	Explain the functions of computer system components.
• 005	Identify basic networking components.
• 006	Know and use appropriate technology vocabulary.
Exploring Ethical Issues Related to Computers and Computer Systems	
• 007	Identify security issues related to computer hardware, software, and data.
• 008	Identify concepts related to copyright, fair use, public domain, copy protection, and licensing agreements.
• 009	Identify concepts of security, integrity, courtesy, and confidentiality related to

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	information and communications systems.
• 010	Investigate physical and logical security issues related to technology (e.g., viruses, firewalls, spam, system backup, passwords).
• 011	Investigate computer crimes and privacy issues related to Internet use.
Managing Computer Systems	
• 012	Maintain workstation, equipment, software, and supplies.
• 013	Obtain assistance via electronic and hard copy references and documentation.
• 014	Troubleshoot minor hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions).
• 015	Identify components of the user interface (e.g., menus, toolbars, icons).
• 016	Manage the desktop environment (e.g., creating shortcuts/aliases).
• 017	Manage files and directories (in networked and stand alone environments).
Producing Word Processing Documents	
• 018	Differentiate among a variety of word processing programs and their features.
• 019	Effectively use and customize the application environment.
• 020	Compose, save and deliver (e.g., print, email, web pages) a variety of word processed documents.
• 021	Enhance the appearance of documents using character formatting features.
• 022	Enhance and control the style and appearance of documents using various paragraph and page formatting options (e.g., spacing, tabs, margins, indents).
• 023	Proofread and edit documents.
• 024	Insert and format graphics in word processed documents.
• 025	Import text and graphics from a variety of sources (e.g., Internet, CD-ROM, scanner, digital camera, and other files).
• 026	Use a word processing program to perform desktop publishing functions (e.g., to create brochures, pamphlets, flyers, newsletters).
• 027	Analyze and use writing tools (e.g., speller, thesaurus, grammar check, comparison tools).
• 028	Produce documents that include and customize advanced content and formatting elements (e.g., headers and footers, lists, tables, styles).
Using Advanced Tools	
• 029	Control the layout and flow of document content using columns, sections and pagination.
• 030	Create documents using automated content and layout (e.g., templates, forms, quick parts, macros).
• 031	Use mail merge options to automate document creation.
• 032	Integrate databases, spreadsheets and presentation slides into a word processed document.
• 033	Use document collaboration and security tools (e.g., tracking changes, comments, versions, passwords).
• 034	Create, modify and link web documents (e.g., web pages, XML, blog posts).
• 035	Manage multi-page documents (e.g., bookmarks, master- and sub-documents, table of

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	contents, indexes, footnotes).
Communicating through Technology	
• 036	Incorporate information from the World Wide Web into a business project.
Preparing for Industry Certification	
• 037	Describe the process and requirements for obtaining industry certifications related to the Word Processing course.
Developing Employability Skills	
• 038	Create or update a portfolio.