

Course Code: CTC 171

Course Title: Word Processing Applications I

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 52.0407

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Introduction to word processing using Microsoft Word; word processing software for various types of business documents.

General Course Objectives

To enable students to acquire and develop skill in the efficient use of word processing applications on a computer.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

3 lessons, 3 projects, and 4 exams.

Instructional Materials and Additional Supplies

Microsoft Word 365 In Practice, SIMnet

Storage device for student data files, course code.

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Creating and Editing Documents	<ol style="list-style-type: none"> 1. Create, save, and open a Word document. 2. Revise a document by entering and selecting text, using word wrap, and using AutoComplete, AutoCorrect, and AutoFormat features. 3. Revise a document using paragraph breaks, line breaks, spaces, and non-breaking spaces. 4. Revise a document using cut, copy, paste, the Clipboard, and the undo, redo, and repeat features. 5. Revise a document using different fonts, font sizes, and attributes. 6. Revise a document using text alignment and line and paragraph spacing. 7. Revise a document using Word's research, proofing, and learning tools. 8. Revise custom document properties for a document. 	4	0	0
Formatting and Customizing Documents	<ol style="list-style-type: none"> 1. Revise formatting for a document by customizing margins, page orientation, paper size, vertical alignment, and page movement. 2. Revise alignment and page layout by setting, using, and editing tab stops in a document. 3. Rearrange indents to control text alignment. 4. Generate page numbers, headers, and footers to enhance document layout. 5. Control pagination with page and section breaks. 6. Create customized bulleted and numbered lists to effectively present information. 7. Revise document format with styles and themes to improve consistency. 8. Revise a document by using find and replace. 9. Revise overall document design and format with borders, shading, horizontal lines, and hyperlinks. 	4	0	0
Collaborating with Others and Working with Reports	<ol style="list-style-type: none"> 1. Create, review, edit, and customize comments. 2. Modify and review a document using Track Changes and share an online document. 3. Create and edit footnotes and endnotes in a document. 4. Create a bibliography with properly formatted sources and insert citations into a document. 5. Create and edit a table of contents based on headings in a document. 6. Create a cover page and modify content and content control fields. 7. Create and customize headers and footers in a multipage document. 	4	0	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Using Tables, Columns, and Graphics	<ol style="list-style-type: none"> 1. Create tables to present and arrange information to improve the design and readability of a document. 2. Modify a table by changing the column and row size, aligning text, using the Table Properties dialog box, sorting data, and using AutoFit. 3. Modify the appearance and function of a table by applying borders and shading, using table styles, inserting formulas, and converting text into a table. 4. Modify the layout and design of a document using columns to present information. 5. Create, modify, and arrange pictures to improve a document. 6. Modify a document by adding and customizing graphic objects such as shapes, SmartArt, WordArt, symbols, icons, 3D models, and online video. 	3	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0