

University of Arkansas - Fort Smith
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General Syllabus

CPSI 10531 Computer – Word Processing

Credit Hours: 1

Lecture Hours: 1

Lab Hours: 0

Effective Catalog: 2018-2019

I. Course Information

A. Catalog Description

Addresses the principles and concepts of computer-based word processing. Develops skills in using graphics, tables and graphs to provide visual support to written information for effective communication.

B. Additional Information – None

II. Student Learning Outcomes

A. Subject Matter

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

- 1 Develop, format and print a customer proposal, announcement, memo and business letter.
- 2 Complete and format a table including cell formulas.
- 3 Import graphics into a Word document to provide visual support for written information.
- 4 Format a document for written projects.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Analytical Skills

Critical Thinking Skills: Students will identify a problem or issue, then generate solutions/analysis of problems/issues evaluated.

Communication Skills

Students will compose coherent documents appropriate to the intended audience.

III. Major Course Topics

- A. Working with documents
- B. Formatting text
- C. Tables
- D. Working with graphics in documents