

Virginia Western Community College

ITE 128

Intro to Word Processing Software

Prerequisites

None

Course Description

Provides basic knowledge of word processing tools to include designing a variety of basic documents and formatting for presentation and printing. Students will have the opportunity to obtain either the Core (or Expert) level MOS certification in Word at the conclusion of the course. Lecture 1 hour per week.

Semester Credits: 1 Lecture Hours: 1 Lab/Clinical/Internship Hours: 0

Course Materials

Required Software: Microsoft Office 365 ProPlus. Virginia Western offers **free software**. Please go to the following Virginia Western website to download Microsoft Office 365 ProPlus if you need it:

<http://virginiawestern.edu/iet-services/student-tutorials-training/microsoft-office-365-proplus-for-students/>.

You will then click on <http://office.vccs.edu/>. The login will be your full MyVWCC e-mail address (e.g. student123@email.vccs.edu) and your password is your MyVWCC password.

Note: Access to the Internet and a Windows-based computer is required. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. AST/ITE courses are required in all Business and Professional Services programs and ITE 152 is a required course in almost all Virginia Western transfer programs.

Required eTextbook: MindTap: Shelly Cashman Series MS Word 365 + 2019 Comprehensive, includes SAM. Online eTextbook and Mindtap with SAM is **purchased at the time of registration for the ITE 128 Class, unless student opts-out**. Students will access MindTap in Canvas; **this will include** the Online eTextbookook and MindTap/SAM. We will use MindTap/SAM for assignments.

Optional Loose Leaf Copy: If you would like a physical copy of the eTextbook, you may purchase a loose leaf copy at VWCC's Bookstore. This does NOT replace the SAM component required for this course.

IA LL National ISBN: 9780357119280

Recommended Miscellaneous Items:

Folder and a USB (for in person courses)

Course Outcomes

At the completion of this course, the student should be able to:

- Enter and format text in a Word document
- Check spelling and grammar as you type
- Undo and redo commands
- Change theme colors
- Insert digital pictures, shapes, and symbols in Word documents
- Format pictures and shapes
- Add page borders, underline, bold, and other formatting features to documents
- Adjust line and paragraph spacing
- Correct errors and revise a document
- Print documents using various print settings
- Insert and modify styles, headers, footers, margins, paragraph indentations, tab settings, page breaks, etc.
- Cut, copy and paste
- Find and replace text
- Insert and edit tables, building blocks, citations, footnotes, and bibliographies
- Clear formatting

Topical Description

ITE 128 Tentative 16-Week Course Calendar	
1	Syllabus/Required Orientation Assignment/Create SAM Account/Create CertPrep/GMetrix and Certiport Accounts
2	Read Word Module 1 SAM Assignment: Module 1 SAM Project 1a
3	Read Word Module 2 SAM Assignment: Module 2 SAM Project 1a
4	Read Word Module 3 SAM Assignment: Module 3 SAM Project 1a
5	SAM Assignment: Modules 1-3: SAM Capstone Project 1a
6	Read Word Module 4 SAM Assignment: Module 4 SAM Project 1a
7	Read Chapter 5: SAM Assignment: Module 5 SAM Project 1a
8	Read Chapter 6: SAM Assignment: Module 6 SAM Project 1a
9	Read Chapter 7: SAM Assignment: Module 7 SAM Project 1a
10	GMetrix Assignment: Skill Review 1
11	GMetrix Assignments: Skill Review 2
12	GMetrix Assignment: Skill Review 3
13	GMetrix Assignments: Practice Exam 1
14	GMetrix Assignments: Practice Exam 2
15	GMetrix/MOS Exam
16	MOS Exam

Notes to Instructors

- Course handouts may include:
 - Instructions for Office 365 ProPlus Download
 - CertPrep (formally called Gmetrix) instructions and access code
 - MOS 365 Word Exam Objectives
 - MOS 365 Word Exam Retake Policy

- Use MindTap/SAM for reading, practice, projects, and assessments
- Use CertPrep/Gmetrix for practice
- Students must use the same Office product in which they use to practice in CertPrep/GMetrix. Ex: If the student is practicing in these platforms in Office 365, Office 365 must be locally installed (not cloud-based) on the Windows computer.
- The above is also true for MOS testing. The only exception is when using Certiport's remote exams, Exams From Home, as the remote exams are delivered by Certiport's virtual machines.