

Virginia Western Community College

ITE 128

Introduction to Word Processing

Prerequisites

None

VCCS Course Description

Provides basic knowledge of word processing tools to include designing a variety of basic documents and formatting for presentation and printing.

Semester Credits: 1

Lecture Hours: 1

Required Materials

Textbook

Internet Access

Learning Management System Access

Textbook

Cengage MindTap for Cable/Freund/Hoisington/Kaye/Porter/Sebok/Vermaat/West's The Shelly Cashman Series® Collection, Microsoft® 365® & Office®, 2025, 1 term Instant Access
IAC MindTap ISBN: 9780357881309

Other Required Materials:

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.

Required Software: Microsoft Office 365. Virginia Western offers free Microsoft Office 365 software to enrolled students. Contact the VWCC Help Desk if assistance is needed with the download.

VCCS Course Outcomes

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

- Create & Modify a Flyer
- Create a Research Paper
- Create a Business Letter
- Create a Multi-Page Document
- Create a Resume
- Use Mail Merge
- Create a Newsletter

- Use CertPrep/GMetrix to prepare for Microsoft Office Specialist (MOS) Word 365 exam
- Attempt Microsoft Office Specialist (MOS) Word 365 exam

VWCC Topical Descriptions

See above.

Note to Instructors

None

[TITLE IX STATEMENT](#)

[ADA STATEMENT](#)