

**University of Arkansas - Fort Smith**  
**5210 Grand Avenue**  
**P. O. Box 3649**  
**Fort Smith, AR 72913-3649**  
**479-788-7000**

## **General Syllabus**

### **ITA 1051 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