



CATALOG DESCRIPTION

The word processing class will introduce students to many beginning and advanced applications. Students will create and edit memos, letters, and reports of varying complexity. Students will learn to format and customize a range of document types. To enhance written communication, students will learn to add and modify graphics and other visual elements. Students will organize content into tables, lists, and other structures to promote reader understanding

Prerequisites: ENG-095 or appropriate Accuplacer scores

Semester Offered: Fall and Spring

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

Course Learning Outcomes

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

1. Create and edit memos, letters, and reports of varying complexity.
2. Format and customize a range of document types and styles.
3. Add and modify graphics and other visual elements to enhance written communication.
4. Organize content into tables, lists, and other structures that promote reader understanding and efficient management in a collaborative work environment.
5. Plan, research, write, revise, and publish documents to meet specific information needs.