

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** AST 141

**Credits:** 3

**Course Title:** Word Processing I

**Course Description:** Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite: AST 101 or equivalent, or IT program head's permission. Lecture 3 hours per week.

**General Course Purpose:**

**Course Prerequisites and Co-requisites:**

**Prerequisites:** AST 101 or equivalent, or IT program head's permission

**Course Objectives:**

Upon completing the course, the student will be able to

- a. Understand basics about computer hardware, software, and memory;
- b. Create, edit, format, save, print, and manage documents on disk;
- c. Produce enhanced and customized documents; and
- d. Prepare and enhance long documents.

**Major Topics to Be Included:**

- a. Basic Character and Line Formatting
- b. Editing a Document
- c. Formatting Characters and Lines
- d. Formatting Lines
- e. Changing Margins and Indents
- f. Changing Fonts
- g. Using Spell Checker and Thesaurus
- h. Inserting Page Formatting
- i. Manipulating Tabs
- j. Creating Headers and Footers
- k. Creating Footnotes and Endnotes
- l. Maintaining Documents
- m. Creating Tables

**Effective Date of Course Content Summary:** January 1, 2017