

ALTW 112: INTRODUCTION TO WORD PROCESSING

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	3
Hours:	3 lecture per week (36 total per quarter)
Advisory:	Not open to students with credit in ALTW 206.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable
Formerly:	ALTW 206

Student Learning Outcomes

- A successful student will be able to demonstrate ability to save files to and retrieve files from a flash drive
- A successful student will be able to produce and format a word processing document

Description

This introductory course provides a foundation in word processing. Designed for disabled adults preparing for competitive employment, the course emphasizes essential skills for creating, editing, and managing digital documents across various platforms. Students will gain practical experience with industry-standard tools and applications commonly used in private, nonprofit, and government work environments, fostering adaptability and confidence in workplace technology. This course is part of the Tools for Transition & Work cohort-based program for neurodivergent learners pursuing independent success in college, career, and adult life.

Course Objectives

The student will be able to:

1. Use a variety of word processing applications to create and format professional documents.
2. Develop and improve typing speed and accuracy.
3. Utilize function keys and shortcuts to enhance efficiency.
4. Incorporate graphics, tables, and other visual elements into documents.
5. Save, share, and send documents using appropriate file formats and attachment methods.
6. Organize and store documents across multiple storage options, including local drives, cloud services, and external devices.
7. Retrieve and manage documents from diverse platforms and storage locations.
8. Identify and apply features of data processing applications to enhance document functionality.

9. Navigate web-based platforms and tools effectively for document-related tasks.

Course Content

1. Use word processing applications
 - a. Introduction to word processing tools
 - i. Navigating tabs, ribbons, and toolbars in various applications
 - ii. Customizing interfaces for user-friendly experiences
 - b. Creating, formatting, and editing documents
 - i. Applying basic formatting (e.g., font styles, sizes, and alignment)
 - ii. Setting up pages (e.g., margins, headers, footers, and spacing)
2. Develop typing skills
 - a. Typing practice and improvement
 - i. Increasing typing speed and accuracy through tutorial programs
 - ii. Understanding keyboard layouts and shortcuts
3. Utilize function keys and commands
 - a. Efficiency techniques
 - i. Using function keys and keyboard shortcuts to streamline tasks
 - ii. Inserting and editing text, images, and other elements
4. Incorporate visual elements
 - a. Working with graphics
 - i. Inserting, resizing, and positioning images
 - ii. Copying and pasting images from the internet
 - iii. Saving and retrieving images for document use
5. Save, share, and send documents
 - a. Document management
 - i. Using "Save As" to save documents in various formats
 - ii. Sending documents as attachments via email and other platforms
 - b. Storage and retrieval
 - i. Storing documents on hard drives, USB drives, and cloud platforms
 - ii. Organizing files using folders and naming conventions
6. Organize and store documents
 - a. File organization
 - i. Creating and maintaining folder structures
 - ii. Understanding desktop, local, and cloud storage organization
7. Retrieve and manage documents
 - a. Accessing stored files
 - i. Locating documents on different devices and platforms
 - ii. Troubleshooting common retrieval issues
8. Apply features of data processing applications
 - a. Integrating data tools
 - i. Exploring basic data processing functions for tables, charts, and forms
 - ii. Enhancing documents with embedded data features
9. Navigate web-based tools
 - a. Using online resources
 - i. Understanding web-based document platforms
 - ii. Sending attachments and managing files through browsers
 - b. Online safety and efficiency

- i. Practicing secure file sharing and storage
- ii. Leveraging browser tools for work-related tasks

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. Accessible classroom with Wi-Fi.
2. Individual computers for student use.
3. When taught online/virtual: students and faculty need internet access with Zoom-capable computer, monitor, and speakers.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Class participation
Team assignments
Classroom assignments and projects
Homework
Final project

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Demonstration
Web tutorials
Lecture
Cooperative learning
Peer demonstration

Representative Text(s) and Other Materials

No materials are required for this course.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Creation of documents to prove mastery of subjects.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services