

COCONINO COMMUNITY COLLEGE

COURSE OUTLINE

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Status: Permanent

Date: May 27, 1992
Date: October 15, 1996
Date: November 22, 1999
Date: Spring 2003
Date: January 9, 2004
Date: Fall 2010

A. Identification:

1. Subject Area: Computer Information Systems
2. Course Number: CIS 122
3. Course Title: INTRODUCTION TO MS WORD
4. Credit Hrs: 3
5. Catalog Description:

Concepts and capabilities of word processing software MS Word in the Windows environment through extensive hands-on experience with business applications creating, editing, and enhancing documents appropriate to the work environment and personal use. No prior computer experience required. Three lecture. May be taken for S/U credit.

B. Course Goals:

To provide students with the knowledge and skills necessary to become competent users of word processing software using MS Word in order to prepare, revise, and enhance typical office documents.

C. Course Outcomes:

Students will:

1. Create documents within a Windows environment
2. Create, save, and print MS Word documents
3. Revise and format Word documents for clarity and improved appearance
4. Edit documents using software tools such as spell check, thesaurus, and grammar check
5. Identify word processing terminology
6. Add page numbers, headers, footers, and borders to documents
7. Create and edit tables
8. Print envelopes and labels
9. Create documents with newspaper-style columns
10. Insert and modify graphics, diagrams, and data charts
11. Create documents using templates and wizards
12. Compare and merge documents
13. Saving documents as web pages
14. Integrate Word with other Office applications

D. Course Outcomes Assessment:

Assessment will include:

1. Pre and Post Test assessing terminology
2. Final Practical Exam covering summary of all software functions

E. Course Content:

Will include:

1. Word Processing concepts in a Windows environment
2. How to create, save, and print documents, envelopes, and labels
3. Methods to use to retrieve and edit documents
4. Techniques to use to format and enhance the appearance of documents
5. Process to move and copy text within documents
6. Steps to take when adding page numbers, headers, footers, and borders to documents
7. Procedure to follow when creating and editing simple tables
8. Process to follow to insert columns, pictures, diagrams, and charts into documents
9. How to use templates and wizards to create documents
10. Steps to take to track changes, edit and view comments, and compare and merge documents
11. Practice integrating Word with Excel, PowerPoint, and Access