Eastern WV Community & Technical College
Master Course Record

Course Prefix and Number: CIS 117
Course Title: Word Processing Software
Recommended Transcript Title (if over 40 characters) Word Processing Software
Date Approved/Revised: January 28, 2015
Credit Hours: 3 **Contact hours per week (Based on 15 week term):**   **Lecture:** 3
Prerequisite: RDG 100 or minimum acceptable test scores and keyboarding skills or permission of the instructor. **Corequisite:** **Pre/Corequisite:**
Grading Mode: Letter Grade
Catalog Description: This course develops skills essential to creating and editing documents using word processing software. It covers advanced features such as Outlines, tables/charts, graphics, web page, Object Linking, and Embedding (OLE), and macros. Emphasis will be placed on applying practical business applications.
Course Outcomes: 1. Create, save, and print a word document. Edit and proof a document by selecting, replacing, moving, and copying text, checking spelling and grammar and finding and replacing text. 2. Format a document by changing font and font size, applying font effects, assigning color to text, changing paragraphs alignment, changing line spacing and aligning text with tabs, creating bulleted and numbered lists, and applying border and shading. 3. Create and modify a table by adjusting rows and columns, setting properties, adding, copying and deleting rows and columns, drawing, formatting, and sorting a table, and splitting and margining cells. 4. Format pages by changing document margins, crating headers and footers, inserting page numbers and breaks, creating sections, and balancing columns. 5. Add and customize graphics by inserting ClipArt, wrapping text around graphics, moving and resizing graphics, inserting pictures from files, drawing AutoShapes, inserting text boxes, drawing lines and creating WordArt. 6. Create and format a web page by applying themes, adding graphics to a web page and inserting hyperlinks. 7. Merge word documents by applying mail merge, creating a main document, creating data source, inserting merge fields, creating labels, and sorting and filtering records. 8. Create and apply paragraph styles. 9. Apply AutoFormat and the Style Gallery. 10. Share information with other programs by linking and embedding objects and creating a PowerPoint Presentation from a Word outline. 11. Create and edit a document in outline view and insert footnotes and endnotes.

12. Collaborate with documents by inserting comments in a document, tracking changes, comparing and protecting documents, accepting and rejecting changes, and creating a bookmark and Cross- Reference.
13. Work with graphics by creating Drop Caps, grouping and regrouping graphics, and adding Watermark and a page border.
14. Create and modify charts and forms.
15. Customize Word with AutoText and macros by inserting an AutoText Entry, recording and applying a macro, customizing a toolbar, and modifying default settings.

Implementation Cycle: Spring

Role in College Curriculum: (Check all that apply)
  General Education Core (Specify category)
X Technical Core AAS in BOS / CAS in BOS / CAS in Computer Applications Specialist
X Restricted Elective / AAS in BUS / CAS in BUS
X General Elective
  Workforce Education
  Other (Please specify)

Course Fee: None

Instructor's Qualifications: Bachelor's degree in business or information technology with two years of related work experience, or master's degree with 18 graduate level credits in business or information technology.

Expanded Course Description
This course will consist of lectures and hands-on application, It provides a working knowledge of a Word Processing package.

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information Technology   1/05/15

_____
Name, Title   Date

Approved Per LOT Minutes

_____
Dean, Academic and Student Services   Date