

**Northwest Arkansas Community College
Business and Computer Information Courses**

CISM 1603 WORD/INFORMATION PROCESSING I (F,S,SUM on demand)

Catalog Description

Utilization of WordPerfect software to efficiently plan, create, and modify documents. Topics include inserting graphics, creating tables, basic desktop publishing, creating forms, reports and templates for effective use in the business office environment. (Outside lab time will be required.)

Prerequisite: CISQ 1103

Credit Hours: 3

Target Audience and Transfer

Designed for students majoring in areas of business administration. Course will not transfer as credit.

General Course Objectives

After completion of this course, the student should have proficiency in the following knowledge and critical thinking skills:

Knowledge:

- Format, edit, and manipulate business letters, reports, memos and other forms accurately and in a timely manner.
- Format, edit and distribute meeting notices, agendas and minutes.
- Summarize written information and create brief reports that present information accurately.
- Prepare a personal resumé and job application letter.
- Create professional, accurate e-mail.
- Learn the importance of e-mail security procedures and ethics.
- Proofread and spell check with 100% accuracy.
- Identify equipment and software used in various word/information processing activities.

Critical Thinking:

- Make decisions regarding file management and formatting design.
- Manage information processing assignments and production time effectively and efficiently.
- Utilize the most suitable, economical document reproduction methods for a variety of documents and business situations.
- Be aware of ethical and security responsibilities involved with information processing.

Required Text

Corel WordPerfect 10, Signature Series, 1st edition, Rutkosky and Graviett.
Publisher: EMC Publishers: 2003. ISBN 0-7638-1634-5.

Instructional Activities

Students will be required to spend additional time in the computer lab to complete assigned class work and additional assignments.

Required Assessment

Students will be graded on completion of workbook assignments, special word processing assignments, and in-class, hands-on exams and written exams.