

## Computer Information Department Course Outline

### CISM 1603 WORD/INFORMATION PROCESSING (On Demand)

#### ***Catalog Description***

Utilization of word-processing 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 Introduction to Computer Information

#### ***Credit Hours/Contact Hours/Load Hours***

3/3/3

#### ***Target Audience/Transferability***

Designed for students majoring in the area of business administration. CISM 1603 will not transfer to most four year institutions for credit. It is designed as a non-transfer course.

#### ***Student Learning Outcomes***

Students completing this course will:

- Format and edit business correspondence, tables, forms and other business documents accurately and efficiently.
- Prepare a personal résumé and job application letter.
- Use security options for confidential files and e-mail.
- Proofread and spell check with 100% accuracy.
- Apply correct grammar structure, capitalization and punctuation to all documents.
- Create foreign correspondence, including special marks and correct mailing information.

#### ***Topics***

- Create, Save, and Print Professional Looking Documents
- Edit a Document
- Format Text
- Format & Manage Documents
- Change Fonts
- Use Written Tools
- Manipulate Tabs
- Create Headers and Footers, Footnotes, and Endnotes
- Manipulate Text
- Create and Format Tables
- Merge Documents
- Format with Special Features
- Present Text Using Special Features
- Insert Graphics
- Create Graphic Elements
- Integrate Skills Learned

## ***Forms of Assessment***

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

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