

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
CIT 101S INTRODUCTION TO WORD PROCESSING
1 CREDIT HOUR

COURSE DESCRIPTION

Basic principles of Word Processing are introduced. Using software packages students learn document creation, editing, formatting and printing along with file manipulation and word processing features such as the use of spell check. Prerequisite: CIT 100S or satisfactory computer assessment score. Lab fee.

COURSE GOALS

Students will be able to:

1. Explain the role and importance of word processing in today's workplace.
2. Apply word processing for improving personal and work effectiveness.
3. Explain the comparative strengths and weaknesses of word processing software.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Overview of Windows and MS Word basic components
2. Creating, Saving, and Editing documents
3. Altering text, changing line appearance, and format of a page
4. Copying, moving, and deleting text
5. Search and Replace options
6. Spell-check and Thesaurus
7. Printing documents
8. Creating page numbers, headers, and footers
9. Inserting Pictures and Clipart
10. Using Tabs
11. Working with Tables