

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
CIT 139S WORD PROCESSING
3 CREDIT HOURS

COURSE DESCRIPTION

Comprehensive study of document creation and formatting using one or more word processing software applications. Topics include advanced word processing tools as well as integration of word processing software with other applications software. Prerequisite: CIT 100S or CIT 110S and typing speed of 24 wpm. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
1	1. Show how to edit, save and print documents.	3
3	2. Prepare documents with text effects such as subscript and superscript, animated text, different orientation and text wrapping.	4, 5
2	3. Complete documents using automatic text formatting and correction, macros and field codes, advanced mail merges, and automated captioning.	3, 4, 5
5	4. Produce and modify templates and master documents; and insert tables of contents, sections and columns.	3, 4
3	5. Use bookmarks, indexes, footnotes and endnotes.	4
3	6. Prepare forms, text boxes and tables.	4
3	7. Prepare simple drawings and use drawing and image tools.	3, 4
3	8. Demonstrate the ability to integrate spreadsheet data and charts.	3, 4
2	9. Discuss the interaction between word processing software and other software packages, including desktop publishing systems.	1, 2, 5
4	10. Analyze business needs and present a professional solution to a business problem using a variety of word processing tools.	1, 2, 3, 6

CORE VALUES

The Core Values are a set of principles that 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. Create Documents
2. Edit Documents
3. Format Text and Paragraphs
4. Format Documents
5. Create and Format Tables
6. Illustrate Documents with Graphics
7. Work with Themes and Building Blocks
8. Merge Documents
9. Develop Multipage Documents

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10. Work with Styles and Templates
11. Work with References
12. Integrate Documents into Other Programs
13. Explore Advanced Graphics
14. Build Forms
15. Collaborate within Word Processing Software
16. Customize Documents