

SYLLABUS  
PART I  
EDISON STATE COMMUNITY COLLEGE  
CIS 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: CIS 100S or satisfactory computer assessment score. Lab fee.

**COURSE GOALS**

Students will be able to:

Bloom's Level		Program Outcomes
2	1. Explain the role and importance of word processing in today's workplace.	4
3	2. Apply word processing for improving personal and work effectiveness.	3
2	3. Create a variety of word processing documents including letters, research papers, mail merge, envelopes, and flyers.	3, 5

**CORE VALUES**

The Core Values are a set of principles that guide in creating educational programs and environments at Edison State. 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. Windows and Microsoft Word basic components
2. Create, save, and edit documents
3. Text and line appearance, paragraph spacing, and page format
4. Copy, move, and delete text
5. Search and replace
6. Spell-check and Thesaurus
7. Print documents and create PDFs
8. Page numbers, headers, and footers
9. Pictures, clipart, graphics
10. Tabs
11. Tables