



Course Outcome Summary

**CIS/Office Professional
Required Program Core Course
CIS 104 Word Processing I**

Course Information

Division	Business
Contact Hours	45
Total Credits	3

Prerequisites

RDG 090 and ENGL 090 or qualifying scores on accepted placement tests. Standard "Touch" typing ability is mandatory.

Course Description

Word Processing I is designed to develop proficiency in the operation of word processing software using a microcomputer system. Course content focuses on creating, saving, retrieving, editing, formatting, enhancing, customizing, printing, and merging a variety of documents.

This course is a required core course for students pursuing an AAS in CIS/Office Professional

Program Outcomes Addressed by this Course:

Upon successful completion of this course, students should be able to meet the program outcomes listed below:

4. Communicate in a business-like manner using multiple modes of professional communication
6. Use word processing software to correctly edit, format, proofread and complete business documents
7. Use word processing software to create complex documents containing graphics and tables with minimal direction

Course Outcomes

In order to evidence success in this course, the students will be able to:

1. Identify and recognize components of a word processing system.
 - Applies to Program Outcomes 6
2. Understand basic microcomputer concepts and terminology.
 - Applies to Program Outcomes 4, 6
3. Identify and understand function keys and their usage in the word processing software.
 - Applies to Program Outcomes 6,7
4. Demonstrate and practice the ability to perform basic functions of a word processing software by creating, saving, editing, printing, and retrieving a document.
 - Applies to Program Outcomes 4,6,7
5. Understand and demonstrate the organization and management of files within the word processing software.
 - Applies to Program Outcomes 4,6
6. Enhance business documents/reports with character, page, and paragraph formatting.
 - Applies to Program Outcomes 4,6, 7
7. Demonstrate the ability to set page breaks, use widow/orphan features, and number pages in a document.
 - Applies to Program Outcomes 4,6,7
8. Demonstrate the ability to create and format tables.
 - Applies to Program Outcomes 7
9. Demonstrate the ability to set and edit tabs.
 - Applies to Program Outcomes 6
10. Apply page characteristics, including headers and footers, to multiple-page documents.



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- Applies to Program Outcomes 6
- 11. Utilize the spell check feature to proof documents and then proof again by reading for content.
 - Applies to Program Outcomes 4,6
- 12. Access the Internet and communicate with other users.
 - Applies to Program Outcomes 4

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