



## Course Information

Division	Business Division
Contact Hours	3
Theory	3
Total Credits	3

## Prerequisites

RDG 090 and ENGL 090 or qualifying scores on accepted placement tests

## Course Description

Word Processing Software develops proficiency in the operations and functions of a word processing software. Features of the software will be exercised as the student determines how to complete different tasks through the creation, editing, and maintaining documents accurately, efficiently, and professionally.

**This course is a required core course for students pursuing an AAS in CIS- Office Professional, Certificate in Office Specialist, and Certificate- Office Software Specialist.**

## Program Outcomes Addressed by this Course:

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

1. Demonstrate the ability to input and access information accurately and efficiently.
2. Identify networking concepts, operating systems, and computer equipment used in today's businesses.
3. Use the microcomputer to improve office productivity and efficiency.
4. Demonstrate proficiency in the Microsoft Office Suite.
5. Demonstrate professional business communication skills.
6. Perform complex hands-on administrative management activities.

## Course Outcomes

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

1. Manage documents by:
  - a. Navigating within documents,
  - b. Formatting documents,
  - c. Saving and sharing documents, and
  - d. Inspecting documents for issues.

*Applies to Program Outcomes #1, 3, 4*
2. Insert and format text, paragraphs, and sections by:
  - a. Inserting text and paragraphs,
  - b. Formatting text and paragraphs, and
  - c. Creating and configuring document sections.

*Applies to Program Outcomes #1, 3, 4*



3. Manage tables and lists by:
- Creating and modifying tables, and
  - Creating and modifying lists.

Applies to Program Outcomes #1, 3, 4

4. Create and manage references by:
- Creating and managing references, and
  - Creating and managing reference tables.

Applies to Program Outcomes #1, 3, 4

5. Insert and format graphic elements by:
- Inserting illustrations and text boxes,
  - Formatting illustrations and text boxes,
  - Adding text to graphic elements, and
  - Modifying graphic elements.

Applies to Program Outcomes #1, 3, 4

6. Manage document collaboration by:
- Adding and managing comments, and
  - Managing change tracking.

Applies to Program Outcomes #1, 3, 4

7. Manage document options and settings by:
- Managing document and templates,
  - Preparing documents for collaboration, and
  - Use and configure language options.

Applies to Program Outcomes #1, 3, 4

8. Use advanced editing and formatting features by:
- Finding, replacing, and pasting document content,
  - Configuring paragraph layout options, and
  - Creating and managing styles.

Applies to Program Outcomes #1, 3, 4

9. Create custom document elements by:
- Creating and modifying building blocks,
  - Creating custom design elements,
  - Creating and managing indexes, and
  - Creating and managing tables of figures.

Applies to Program Outcomes #1, 3, 4

10. Use advance Word features by:
- Managing forms, fields, and controls,
  - Creating and modifying macros, and



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# Course Outcome Summary

**Required Program Core Course**

**CIS 113 Word Processing Software**

c. Performing mail merges.

*Applies to Program Outcomes #1, 3, 4*

Date Updated: February 6, 2023  
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