



Course Outcome Summary

**CIS/Office Professional
Required Program Core Course
CIS 114 Advanced Word Processing**

Course Information

Division	Business
Contact Hours	45
Total Credits	3

Prerequisites: CIS 104

Course Description

Advanced Word Processing develops proficiency in the advanced word processing functions of a word processing software. Advanced features of the software will be exercised as student determines how to complete rough drafts accurately, efficiently, and professionally. Critical soft skills are introduced, examined, and developed through realistic case scenarios using portfolio projects.

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:

3. Demonstrate an understanding of essential structures of a business and the basic business principles that might guide a business operation
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. Demonstrate and practice the proper advanced editing and formatting of documents when using word processing tools.
 - Applies to Program Outcomes 3, 4, 6
2. Identify, recognize, and practice acceptable business practice using graphic enhancements.
 - Applies to Program Outcomes 4,7
3. Demonstrate and practice creating Outline View and a Table of Authorities using word processing software.
 - Applies to Program Outcomes 6, 7
4. Demonstrate and practice creating graphics, columns, forms, and tables.
 - Applies to Program Outcomes 7
5. Demonstrate and practice merging, sorting and using styles.
 - Applies to Program Outcomes 3,4,6

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