

Common Course Outline
CINS 130
Comprehensive Word Processing
3 Semester Hours

The Community College of Baltimore County

Description

Comprehensive Word Processing

Provides a comprehensive study of word processing and written communications skills for professional and personal applications; reviews basic, intermediate, and advanced word processing skills including tables, mail merge, sorting documents, macros, Internet documents, and desktop publishing features for designing brochures and newsletters.

3 credits: 3 lecture hours (this course is delivered in a combination lecture and hands-on format).

Prerequisite: CINS 101 or consent of the Program Director or Academic Dean

Overall Course Objectives

Upon completion of this course the student should be able to:

1. Create, edit, and format professional/personal documents.
2. Apply file management techniques to open, save, delete, and print documents.
3. Design enhanced and customized documents by utilizing available application tools, formats, and special features.
4. Merge documents, envelopes, and printing labels for mass mailings.
5. Utilize proofreading tools.
6. Utilize writing analysis tools.
7. Prepare and enhance multiple page documents.
8. Create and format tables.
9. Format text utilizing columns, tabs, styles, and templates.
10. Creating fill-in forms and templates.
11. Incorporate desktop features such as clip art, charts, and equations into text documents.
12. Develop and deploy word processing macros.
13. Use critical thinking, problem solving, word processing, and written communication skills to solve case problems.
14. Illustrate proper written communication techniques for writing letters, resumes, newsletters, advertising, and research papers.

Major Topics

1. Word processing Concepts and Terminology
2. Composing documents
3. Previewing and printing documents
4. Editing and saving documents
5. Managing files
6. Proofing tools
7. Formatting text
8. Utilizing the tab command

9. Aligning text
10. Preparing and printing labels and envelopes
11. Working with multiple page documents
12. Using styles and templates
13. Organizing text with columns and tables
14. Generating outlines, indexes, and table of contents
15. Creating fill-in forms
16. Creating documents for the Internet
17. Creating documents, labels, envelopes with mail merge
18. Sorting text and data records
19. Creating and using macros
20. Creating and using document notations
21. Using desktop publishing features
22. Creating and modifying charts
23. Integrating word processing software with other micro processing applications
24. Utilizing appropriate writing techniques for writing letters, resumes, newsletters, advertising, and research papers

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- Skill assessment: Student must demonstrate the ability to effectively use applicable software via problem solving exercises, projects, and/or cases
- Performance assessment: Student must demonstrate the ability to effectively use applicable software via a minimum of two hands-on exams
- Concepts assessment: A minimum of two written exams
- A final comprehensive exam

Other Course Information

This course is a required course in the IT Support degree and certificate programs and is taught in a computerized environment. Individual faculty members may add additional course objectives, topics, and course requirements to the minimum requirements stated in the Common Course Outline.