

**Common Course Outline**  
**CSIT 130**  
**Comprehensive Word Processing**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Description**

**CSIT 130 - 3 Credits - 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 per week**

**Prerequisite: CSIT 101 or CSIT 116 or consent of the Program Director**

**Overall Course Objectives**

Upon completion of this course the student will 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. cite references in a variety of formats using the citations features;
8. prepare and enhance multiple page documents;
9. create and format tables;
10. format text utilizing columns, tabs, styles, and templates;
11. creating fill-in forms and templates;
12. incorporate desktop features such as clip art, word art, smart art, charts, and equations into text documents;
13. integrate documents with other programs such as, extensible markup language (XML) schemas, and the World Wide Web;
14. develop and deploy word processing macros;
15. describe the multi-language features available in a word processor;
16. use critical thinking, problem solving, word processing, and written communication skills to solve case problems; and
17. illustrate proper written communication techniques for writing letters, resumes, newsletters, advertising, and research papers.

## **Major Topics**

- I. Word processing concepts and terminology
- II. Composing documents
- III. Previewing and printing documents
- IV. Editing and saving documents
- V. Managing files
- VI. Proofing and writing analysis tools
- VII. Formatting and aligning text
- VIII. Citations features
- IX. Preparing and printing labels and envelopes
- X. Working with multiple page documents
- XI. Using styles and templates
- XII. Organizing text with columns and tables
- XIII. Generating outlines, indexes, and table of contents
- XIV. Creating fill-in forms
- XV. Creating documents, labels, envelopes with mail merge
- XVI. Sorting text and data records
- XVII. Creating and using macros
- XVIII. Using desktop publishing features
- XIX. Creating and modifying charts
- XX. Multi-language features of word processors
- XXI. Integrating documents with other programs, XML schemas, and the World Wide Web
- XXII. 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:

- At least 3 case projects of increasing complexity
- A minimum of two exams, one of which must be a comprehensive final 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.

A grade of C or better in this course is needed in order to register for any CSIT 200 level courses for which this course is a prerequisite.