A. **TITLE:** Introduction to Word Processing

B. **COURSE NUMBER:** CITA 106

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE:** N/A.

E. **COURSE LENGTH:** 7 weeks

F. **SEMESTER(S) OFFERED:** Fall/Spring/Summer

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
   Two lecture hours per week

H. **CATALOG DESCRIPTION:**
   This course is designed to help students attain the necessary skills and knowledge needed for effective operation of word processing software and equipment. This course will introduce concepts of word processing equipment, input, output, storage and retrieval, distribution and software. Major emphasis will be put on hands-on experience. Two hours lecture per week for seven weeks.

I. **PRE-REQUISITES/CO-COURSES:**
   No prerequisite for this class.

J. **GOALS (STUDENT LEARNING OUTCOMES):**
   Upon completion of the course, the students will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create and edit a document</td>
<td>SLO-2: Critical Thinking</td>
</tr>
<tr>
<td>Format a document</td>
<td>SLO-2: Critical Thinking</td>
</tr>
<tr>
<td>Use research tools to enhance productivity</td>
<td>SLO-2: Critical Thinking</td>
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<tr>
<td>Design and setup a mail merge</td>
<td>SLO-2: Critical Thinking</td>
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<td>SLO-2: Critical Thinking</td>
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<tr>
<td>Use graphics to enhance a document</td>
<td>SLO-2: Critical Thinking</td>
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<tr>
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<td>SLO-3: Professional Competence</td>
</tr>
<tr>
<td>Advanced Features: Outlines, Tables, Styles,</td>
<td>SLO-2: Critical Thinking</td>
</tr>
<tr>
<td>Selections</td>
<td>SLO-3: Professional Competence</td>
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</tbody>
</table>

K. **TEXTS:**
   Exploring Microsoft Word Introductory 2013
   by Mary Anne Poatsy, Robert T. Grauer, Lynn Hogan

L. **EQUIPMENT:** Computers, Printers, LCD, Dry Erase Board

M. **GRADING METHOD:** A – F

N. **MEASUREMENT CRITERIA/METHODS:**
   1. Assignments and Participation
2. Homework
3. Quizzes
4. Final Exam

O. DETAILED COURSE OUTLINE:

I. Introduction to Word
   A. Understand how word processors work
   B. Customize Word
   C. Use features that improve readability
   D. Check spelling and grammar
   E. Display a document in different views
   F. Prepare a document for distribution
   G. Modify document properties

II. Document Presentation
   A. Apply font attributes through the Font dialog box
   B. Control word wrap
   C. Set off paragraphs with tabs, borders, lists, and columns
   D. Apply paragraph formats
   E. Understand styles
   F. Create and modify styles
   G. Format a graphical object
   H. Insert symbols into a document

III. Collaboration and Research
   A. Insert comments in a document
   B. Track changes in a document
   C. Acknowledge a source
   D. Create and modify footnotes and endnotes
   E. Insert a table of contents and index
   F. Add other reference tables
   G. Create cross-references

IV. Document Productivity
   A. Insert a table
   B. Format a table
   C. Sort and apply formulas to table data
   D. Convert text to a table
   E. Select a main document
   F. Select or create recipients
   G. Insert merge fields
   H. Merge a main document and a data source

V. Advanced Features: Outlines, Tables, Styles, and Selections
   A. Bullets and List
   B. Creating an Outline
   C. Tables
   D. Styles
   E. The Outline View
   F. Working in Long Documents

VI. Desktop Publishing and Graphic Design
   A. Construct a newsletter
B. Develop a document design
C. Insert graphical objects
D. Manipulate graphical objects
E. Use OLE to insert an object
F. Update a linked object

P. LABORATORY OUTLINE: N/A