

# North Hennepin Community College

## CIS 1200: Word Processing

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course introduces students to the word processing cycle and how word processing is used in the work place. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft Office Word application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft Office Certified Application Specialist Exam for Word.

Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.

### B. COURSE EFFECTIVE DATES: 08/26/1997 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Students will focus on creating real-world documents and publications including practice with advanced features: document tracking, columns, forms, charts, diagrams, templates, multi-page documents, integrating Word with other programs, illustrating documents with graphics, and creating a web page. Other topics may include:
2. Word processing cycle
3. How word processing is used in the work place
4. Create, edit, and format business documents
5. Create and format tables
6. Create and illustrate multi-page reports
7. Create columns as used in newsletters with graphics inserted into the document
8. Create form letters and merge with a mailing list in Access
9. Use of macros: create, delete, and modify the macros
10. Create, delete, or modify styles for formatting efficiency
11. Use templates in the Microsoft Word program: memorandums, letters, resumes, cover pages, reports, and mailing labels
12. Build forms as used in business such as invoices, travel requests, etc.
13. Create an Outline, Table of Contents, and Index for a report
14. Use Master Documents for a collaborative work environment
15. Integrate Microsoft Word with other software applications

#### **D. LEARNING OUTCOMES (General)**

1. Demonstrate use of advanced features of Word: templates, tables, columns, forms, charts and diagrams, compare & merge documents, document tracking, multi-page documents, illustrating documents with graphics, and creating a web page.  
(NHCC ELOs 1, 2, 4)
2. Students will be able to describe how word processing contributes to business efficiency and productivity in the work place. (NHCC ELOs 1, 2, 4)
3. Students will be able to list the steps in the word processing cycle.  
(NHCC ELOs 1, 2, 4)
4. Create reports that will include an Outline, Table of Contents, and an Index.  
(NHCC ELOs 1, 2, 4)
5. Perform a mail merge by first creating a form letter and merge this document with a mailing list from an Access database to create merged documents. The mail merge process will include the formatting of mailing labels, merged letters or memorandums, and a directory to complete the mail merge process.  
(NHCC ELOs 1, 2, 4)
6. Create and run a macro in a document. Be able to delete, and modify the macro as requested.  
(NHCC ELOs 1, 2, 4)
7. Create, delete, or modify formatting styles for documents in order to be more efficient in word processing. (NHCC ELOs 1, 2, 4)
8. Draw objects with the Drawing toolbar; use ClipArt, SmartArt, and WordArt to enhance a document.  
(NHCC ELOs 1, 2, 4)
9. Integrate Microsoft Word with other software applications such as Excel, Access, and PowerPoint.  
(NHCC ELOs 1, 2, 4)

#### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.