

COURSE OUTLINE
CMSY-102
Beginning Word Processing
1 Credit

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use beginning features of Microsoft® Word that include creating, formatting, enhancing, and merging documents. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if student has compatible software. Prerequisite: Keyboarding skills.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. List the components of a computer and identify what each component does.
2. Create, edit, save, and print documents.
3. Format characters, paragraphs, and pages.
4. Enhance documents.
5. Maintain documents.
6. Merge documents.

Major Topics

- I. Preparing documents.
- II. Formatting characters and paragraphs
- III. Customizing paragraphs
- IV. Formatting pages
- V. Enhancing documents with columns, tables, images, and WordArt
- VI. Maintaining folders and documents
- VII. Merging documents, envelopes, and labels

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

- Multiple choice, true/false tests
- Computer hands-on tests
- Projects

Other Course Information

Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.
This course is a business elective.