

COURSE OUTLINE

CMSY-119 Word Processing Projects 1 Semester Hour

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, students will be able to apply the skills learned in an advanced Word course. Students will create, edit, and format documents in addition to working with graphics, mail merge, and multiple-page 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: CMSY-104.

Overall Course Objectives

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

1. Determine the best features to use to accomplish a task.
2. Modify styles, apply Format Painter, and create WordArt objects.
3. Use the table feature options.
4. Use mail merge to create form letters, different types of labels, and sales catalogs.
5. Use drawing tools to create documents to advertise specific events or products.
6. Combine the table feature with features such as text boxes, form fields, math functions, and AutoText to create a variety of forms.
7. Work with a variety of features that apply to multiple-page documents.

Major Topics

Document Formatting

- Resumes
- Business Cards
- Sales Letters

Table Design

- Questionnaires
- Fitness Schedule
- Travel Itinerary

Mail Merge

- Conference Package (name badges, mailing labels, and form letters)
- Restaurant Take-Out Menu
- Fund-Raising Letter

Graphics Design

- Invitations
- Posters
- Sales Flyers

Forms Design

Online Invoice Form

Employment Application Form

Customer Information Form

Multiple-Page Document Production

Proposals

Brochures

Newsletters

Course Requirements

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

1. Computer hands-on tests
2. Projects

Other Course Information

Call 410-772-4876 between 9:00 a.m. and 3:00 p.m. for more information about this course or to register for this course.