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.