CSIT 130
Comprehensive Word Processing
3 Credits

Community College of Baltimore County
Common Course Outline

Description

CSIT 130 – Comprehensive Word Processing: offers a comprehensive study of word processing and written communications skills for professional and personal use.

Pre-requisites: CSIT 101 or permission of the program coordinator

Overall Course Objectives

Upon completion of this course, students will be able to:

1. create documents;
2. manage documents;
3. format and insert text, paragraphs, and sections;
4. create and modify tables;
5. create and modify lists;
6. create and manage references;
7. insert and format graphic elements;
8. utilize document collaboration tools;
9. apply file management techniques; and
10. inspect documents and troubleshoot issues.

Major Topics

I. Manage documents
   a. Navigate within documents
   b. Format documents
   c. Save and share documents
   d. Inspect documents for issues
II. Insert and format text, paragraphs, and sections
   a. Insert text and paragraphs
   b. Format text and paragraphs
   c. Create and configure document sections
III. Manage tables and lists
   a. Create tables
   b. Modify tables
   c. Create and modify lists
IV. Create and manage references
   a. Create and manage reference elements
   b. Create and manage reference tables

V. Insert and format graphic elements
    a. Insert illustrations and text boxes
    b. Format illustrations and text boxes
    c. Add text to graphic elements
    d. Modify graphic elements

VI. Manage documents collaboration
    a. Add and manage comments
    b. Manage change tracking

Course Requirements

Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- three quizzes
- three capstone projects
- two exams, one of which must be a comprehensive final exam

Other Course Information

This course helps prepare students for a Microsoft Word certification exam.

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