

Master Syllabus

BIS 1220 - Word Processing Software

Division: Business and Public Services

Department: Business Information Systems

Credit Hour Total: 3.0

Lecture Hrs: 3.0

Prerequisite(s): BIS 1120 OR BIS 1221

Date Revised: November 2015

Course Description:

Beginning to advanced word processing software concepts including editing, formatting, desktop publishing design and editing techniques, document control and automation.

General Education Outcomes:

- Critical Thinking/Problem Solving Competency
- Values/Citizenship/Community Competency
- Computer Literacy Competency
- Information Literacy Competency
- Written Communication Competency

Course Outcomes:

Document Management

Use tools to create forms, templates, and tables. Track and manage changes to documents.

Assessment Method: Locally developed exams

Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations

Performance Criteria:

Score of 75% or higher on assignments.

Document Automation

Create forms with pre-defined choices and selections. Create, save, and use simple macros.

Assessment Method: Locally developed exams

Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations

Performance Criteria:

Score of 75% or higher on assignments.

References and Citations

Create and manage references, citations, and works cited using word processing tools.

Assessment Method: Locally developed exams

Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations

Performance Criteria:

Score of 75% or higher on assignments.

Editing and Formatting

Create, format and edit files.

Assessment Method: Locally developed exams

Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations

Performance Criteria:

Score of 75% or higher on assignments.

Desktop Publishing

Use desktop publishing tools to create complex documents with integrated graphics.

Assessment Method: Locally developed exams

Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations
Performance Criteria:

Score of 75% or higher on assignments.

Outline:

Document editing and formatting
Desktop publishing
Document management and automation
References and citations