Sinclair Community College
444 E. Third St.
Dayton, OH 45402

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

Date Revised: October 2013

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:

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

Course Outcomes:

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.

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.

Outline:

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