

## 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

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### 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