

Common Course Outline for: CIM 1240 Business Word Processing-Word

A. Course Description

1. Number of credits: 3
2. Lecture hours per week: 3
Lab hours per week: None
3. Prerequisites: Successful completion of CIM/BUSN 1201 with C or better or successful completion of equivalent computer competency test administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101.
4. Co-requisites: None
5. MNTC Goals: None

Catalogue description: This course provides skills for students in word processing to be successful in the work place thus increasing opportunities for employment. Students will use the latest release of word processing application software to create and maintain documents, enhance page layout, create tables and reports, and use templates to create professional business documents. After taking this course, students will be prepared to take the Microsoft Office Systems (MOS) Word Certified Application Specialist Exam. Prerequisite: Successful completion of C or better in CIM/BUSN 1201 or successful completion of equivalent computer competency test administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101. Keyboarding and proofreading skills are recommended.

B. Date last revised: February, 2016

C. Outline of Major Content Areas

Creating and editing a document
Navigating and formatting a document
Creating tables and a multipage report
Enhancing page layout and design
Working with templates, themes and styles
Using mail merge
Collaborating with others and integrating data
Customizing Word and automating your work
Creating online forms using advanced table techniques
Managing long documents

D. Course Learning Outcomes

Upon successful completion of the course, the student will be able to:

1. Demonstrate the use of advanced features of Word: templates, tables, columns, fcharts and diagrams, compare and merge documents, document tracking, multi-

- page documents illustrating documents with graphics, and creating a web page.
2. Describe how word processing contributes to business efficiency and productivity in the work place.
 3. Create reports that will include an Outline, Table of Contents, and an Index.
 4. Perform a mail merge by first creating a form letter and merge this document with a mailing list from an Access database to create merged documents. The mail merge process will include the formatting of mailing labels and envelopes, merged letters or memorandums, and a directory to complete the mail merge process.

E. Methods for Assessing Student Learning

- A. Evaluations are based on documents created with each of the applications. Some of these documents will be assigned as homework and others will be in-class exams. The in-class exams are intended to measure the student's ability to create documents independently.
- B. Individual instructors may choose to incorporate the following into their evaluation system: attendance, homework assignments, group projects/quizzes, and computer-based skills assessment.

- F. Special Information** All of the following skills can be acquired by successfully completing CIM/BUSN 1201. Success in this course is more likely if the student has good reading, thinking, and study skills. The beginning student should expect to spend about 6-9 hours a week completing the assignments outside of class. Students need easy access to a computer outside of the classroom. Sections of this course may be offered using alternative delivery format such as distance delivery. Check the class schedule for designated sections.

Students are welcome to use the Computer Open Lab. Pick up the Computer Center printed schedule for hours and procedures. Software used in the classrooms is the same as in the Open Lab. Students can download latest version Microsoft Office . The software is free of charge.

Latest version of Microsoft Word on a Windows based PC are needed for the course.