CIST 2127 - Comprehensive Word Processing Techniques (version 201003L)

Course Title	Course Development	Learning Support
Comprehensive Word Processing Techniques	Standard	No

Course Description

This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

Pre-requisites

Pre-requisites: None

Co-requisites

Co-requisites: None

Course Length

	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	**750**	**15**		
Lab 2:	**3000**	**60**		
Lab 3:	**0**	**0**		
Total:	**3750**	**75**	**3**	
Semester Credit Hours:			**3**	**108.75**
Breakout Detail of Lab 3				
Practicum/Internship	**0**	**0**		
Clinical	**0**	**0**		

Competencies & Outcomes

Order	Description	Lecture	Lab 2	Lab 3	Total Min	Credit Hrs	Pract Intern	Clinical
1	**Customize Documents**	250	1000	0	1250	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Show the ability to personalize the word processing application.	Cognitive	Application
2	Demonstrate use of new and existing templates.	Cognitive	Application
3	Demonstrate text manipulation.	Cognitive	Application
4	Explain the use of control pagination.	Cognitive	Comprehension
5	Create a template for an online form.	Cognitive	Application

Order	Description	Lecture	Lab 2	Lab 3	Total Min	Credit Hrs	Pract Intern	Clinical
2	**Organize Content**	250	1000	0	1250	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Demonstrate the ability to insert and format illustrations.	Cognitive	Application

2	Demonstrate the use of insert and modify text boxes.	Cognitive	Application
3	Structure content by using quick parts.	Cognitive	Synthesis
4	Use tables and lists to organize content.	Cognitive	Application
5	Demonstrate the ability to insert and format references and captions.	Cognitive	Application
6	Implement a merge of documents and data sources.	Cognitive	Application
7	Demonstrate the ability to insert and modify content controls in online forms.	Cognitive	Application

3	**Review Documents**	125	500	0	625	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Demonstrate the ability to navigate documents.	Cognitive	Application
2	Explain the steps to compare and merge document versions.	Cognitive	Comprehension
3	Demonstrate how to manage and track changes when working with document collaboration.	Cognitive	Application
4	Demonstrate the ability to insert, modify, and delete comments.	Cognitive	Application
5	Organize long documents.	Psychomotor	Set

4	**Troubleshoot and Support Application Software**	125	500	0	625	0	0	0

Order	Description	Learning Domain	Level of Learning
1	Utilize the print options for printing documents.	Cognitive	Application
2	Demonstrate the ability to control document access.	Cognitive	Application
3	Use the skills to attach digital signatures.	Cognitive	Application
4	Integrate spreadsheets with word processing documents.	Cognitive	Application
5	Demonstrate effective use of application Help Systems.	Cognitive	Application
6	Demonstrate the ability to enhance an Online form by working with macros, document security and XML.	Cognitive	Application

	Lecture	Lab 2	Lab 3	Total Min	Cred Hrs	Pract Intern	Clinical
Competency Totals:	**750**	**3000**	**0**	**3750**	**3**	**0**	**0**