MASTER COURSE OUTLINE
Prepared By: Ryan Duvall   Date: April 2019

COURSE TITLE
Word Processing I

GENERAL COURSE INFORMATION

Dept.: BIM	Course Num: 173	(Formerly: OFF 173)
CIP Code: 11.0602	Intent Code: 21	Program Code: 547
Credits: 1-5		
Total Contact Hrs Per Qtr.: 22-110		
Lecture Hrs:	Lab Hrs: 22-110	Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)
This course is an in-depth introduction to Microsoft Word. The focus is to learn functions of Word 2019, to apply these functions to business situations, and begin preparing students for the (MOS) Microsoft Office Specialist exam.

PREREQUISITES
BIM102 or instructor permission

TEXTBOOK GUIDELINES
Comprehensive Word text as decided by BIM faculty (Example: *Microsoft Office Word Comprehensive – New Perspectives* By: Zimmerman, Zimmerman, Shaffer, and Pinard)

COURSE LEARNING OUTCOMES
Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:
1.   Manage electronic files
2.   Create, edit, and format a document
3.   Create a multiple-page report
4.   Develop a flyer/brochure using desktop publishing
5.   Complete a basic mail merge
6.   Work with templates and outlines

INSTITUTIONAL OUTCOMES
IO3   **Human Relations/Workplace Skills**: Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE
1.   File Management
2.   Design, create, format, and edit complex Word documents
3.   Complete a variety of complex documents, mailings, and advanced formatting features
4.   Assimilation of Multi-page Reports
5.   Desktop Publishing

6. Mail Merge

DEPARTMENTAL GUIDELINES *(optional)*
The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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DIVISION CHAIR APPROVAL   **DATE**