



## MASTER COURSE OUTLINE

Prepared By: Ryan Duvall

Date: April 2019

## COURSE TITLE

Introduction to Microsoft Word

## GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 181

(Formerly: OFF 181)

CIP Code: 11.0602

Intent Code: 21

Program Code: 547

Credits: 1-3

Total Contact Hrs Per Qtr.: 22-66

Lecture Hrs:

Lab Hrs: 22-66

Other Hrs:

Distribution Designation:

## COURSE DESCRIPTION (as it will appear in the catalog)

This course provides an introduction to Microsoft Word 2019. It is not intended for Business Information Management Program students.

## PREREQUISITES

None

## TEXTBOOK GUIDELINES

Introductory Word text as determined by BIM Faculty (Example: *Microsoft Word 2019*, by Rutkosky, Seguin, and Rutkosky Roggenkamp)

## COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:*

1. Create documents
2. Edit documents using insert and delete functions and set margins, tabs, and indents
3. Select and use features such as underline, boldface, and alignment
4. Save and print documents
5. Operate the spell and grammar checker

## INSTITUTIONAL OUTCOMES

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

## COURSE CONTENT OUTLINE

1. Create and Edit a Document
2. Format Characters and Paragraphs
3. Format and Enhance a Document

## 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**

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**DATE**