CIT 119 - MICROSOFT OFFICE - WORD

Course Description

This course teaches students how to use Microsoft Word and prepares them to pass the Microsoft Office Specialist (MOS) Word certification exam. Skills students will learn include navigating in a document, customizing and formatting text, paragraphs and pages, inserting objects, maintaining and proofing documents, performing mail merge operations, document sharing and management, tracking and referencing documents, and managing macros and forms. Students enrolling in this course will take the Microsoft Office certification exam. Group 2 course.

Credit Hours

3

Contact Hours

3

Lecture Hours

3

Course Learning Outcomes

Knowledge:
- Identify advanced word processing concepts.

Application:
- Create documents using advanced features of MS Word.
- Update documents using advanced features of word processing software.
- Maintain an electronic file and folder structure containing course files.

Integration:
- Integrate knowledge of word processing with real-life situations.

Human Dimension:
- Identify various ways MS Word is used in industry.

Caring - Civic Learning:
- Research word processing features of interest to share with others.

Learning How to Learn:
- Identify sites that explain word processing concepts.