

CIT 118 - MICROSOFT OFFICE - WORD INTRO

Course Description

This course is designed to provide students with an introduction to word processing using Microsoft Word. Skills students will learn include preparing documents, formatting characters and paragraphs, customizing paragraphs, and formatting pages. Group 2 course.

Credit Hours

1

Contact Hours

1

Lecture Hours

1

Course Learning Outcomes

Knowledge:

- Identify basics of word processing terminology.

Application:

- Create files using MS Word.
- Update files using MS Word.
- 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.