



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	BCIS139 INTRODUCTION TO MS WORD
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	A brief overview of the word processing application package, Microsoft Word. You will learn to create basic documents, such as letters and memos. You will be provided with the basic knowledge as well as hands-on experience to allow you to become computer literate in Word. (1, 1T+0S)
Student Learning Outcomes/Objectives /Competencies of the Course	<ol style="list-style-type: none"> 1. Launch Word and navigate the editing screen. 2. Create and edit a Word document. 3. Use the proofing tools. 4. Apply character formatting and themes. 5. Set and modify tab stops. 6. Format paragraphs. 7. Preview and print a document. 8. Print envelopes and labels. 9. Work with columns, pictures, diagrams, and charts
College-Wide Student Learning Outcomes	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence <p>Outcome in Bold</p>