



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	BCIS249 MICROSOFT WORD
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Covers the commands of Microsoft Word by using step-by-step applications; provides a working knowledge of the basic and intermediate capabilities of Microsoft Word on an IBM compatible. 3, 3T+0S)
Student Learning Outcomes/Objectives /Competencies of the Course	<ol style="list-style-type: none"> 1. Create a folder and save assignments to the folder. 2. Format text to include: changes in line spacing, tabs, justification, margins, page breaks, and page numbering. 3. Create, revise, and print a multi-page document with headers, page numbers, and footnotes. 4. Use the thesaurus, spell check, and outline features in a document. 5. Prepare a Works Cited page. 6. Prepare an Outline.
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>