



## BCIS 1220 Introduction to MS Word

<b>Course Number</b>	BCIS 1220
<b>Course Name</b>	Introduction to Microsoft Word
<b>Credit Value (Breakdown of theory and lab credits)</b>	1 Theory
<b>Catalog Course Description</b>	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+0L)
<b>Course Student Learning Outcomes/Objectives /Competencies</b>	
<b>College-Wide Student Learning Outcomes measured (General education courses only)</b>	<ol style="list-style-type: none"> <li>1. Communication</li> <li>2. Critical Thought</li> <li>3. Information Literacy</li> <li>4. Cultural Competence</li> </ol>
<b>Program Student Learning Outcomes measured</b>	