



## Syllabus

### CSC 134 Core Word

#### General Information

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**Date**

June 28th, 2018

**Author**

Sandra Brown

**Department**

Computing Sciences

**Course Prefix**

CSC

**Course Number**

134

**Course Title**

Core Word

#### Course Information

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**Credit Hours**

1

**Lecture Contact Hours**

1

**Lab Contact Hours**

0

**Other Contact Hours****Catalog Description**

This course is designed to teach the student Word, a Microsoft Office application software product. The course will include topics appropriate to prepare the student to take the MOS (Microsoft Office Specialist) certification test upon completion. Topics covered include file management, creating and formatting documents, styles and templates, tables, desktop publishing features, web publishing features, mail merge, and collaboration. This course is considered an introductory course; however, familiarity with Windows including Win file management is highly recommended before taking this course.

**Key Assessment**

This course does not contain a Key Assessment for any programs

**Prerequisites**

None

**Co-requisites**

None

**Grading Scheme**

Letter

## First Year Experience/Capstone Designation

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This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

## SUNY General Education

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This course is designated as satisfying a requirement in the following SUNY Gen Ed category

None

## FLCC Values

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**Institutional Learning Outcomes Addressed by the Course**

None

## Course Learning Outcomes

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**Course Learning Outcomes**

1. Create, save, format and print documents
2. Demonstrate features offered by the application
3. Insert and modify graphics
4. Create and format tables
5. Apply desktop publishing features to a document
6. Create and preview the document as a Web page
7. use mail merge to create form letters, directories, and envelopes
8. Collaborate on documents:
  - Compare and Combine documents
  - Manage comments
  - Track document changes

## Outline of Topics Covered

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- I. Introduction to Microsoft Word application features
- II. Creating Documents with Microsoft Word
- III. Formatting and Organizing Text
- IV. Using Graphics and Tables
- V. Special Document Formats, Columns and Mail Merge
- VI. Working with Templates, Styles and Charts
- VII. Creating Form Letters and Working in Groups (Collaboration)