

## Course Information Form (CIF)

**Course Code:** CIS 135

**Course Title:** Word Processing I (MS Word)

**Department:** Business/Computer Science and Technologies

**Effective Date:** Summer 2026

**PCS Code:** 1.2 - Occupational/Technical Instruction

**CIP Code:** 52.0401

**Repeatability:** 0

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### Credit Hours

**Catalog Notation:** 3-0-3

**Credit Hour Distribution:**

Lecture: 3

Lab: 0

Clinical: 0

**Total: 3**

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### General Course Information

#### Catalog Description

Create, edit, save, print, manage, and merge documents in Microsoft Word. Create tables, headers, footers, macros, Quick Parts, and captions, citations, indexes, shared documents, protect, and prepare documents. Credit not given for both CIS 135 and CTC 171 + CTC 172 + CTC 173.

#### General Course Objectives

This course is designed to teach the beginner how to use a computer word processing package. The student will learn how to use the software package Microsoft Word. The features included in this class are: Preparing Documents; Producing Enhanced and Customized Documents; and Preparing and Enhancing Long Documents.

#### Minimum Placement Levels

**English**

None

**Reading**

None

**Math**

None

#### Prerequisites

None

#### Methods of Evaluation

A minimum of 12 lessons, 7 projects, 9 exams, GMetrix, and MOS (Microsoft Office Specialist) Certification exam.

#### Instructional Materials and Additional Supplies

Microsoft Word 365 In Practice, SIMnet

## Course Content

### General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

### Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Creating and Editing Documents	<ol style="list-style-type: none"> <li>1. Create, save, and open a Word document.</li> <li>2. Revise a document by entering and selecting text, using word wrap, and using AutoComplete, AutoCorrect, and AutoFormat features.</li> <li>3. Revise formatting of a document using paragraph breaks, line breaks, spaces, and non-breaking spaces.</li> <li>4. Revise a document using cut, copy, paste, the Clipboard, and the undo, redo, and repeat features.</li> <li>5. Revise a document using different fonts, font sizes, and attributes.</li> <li>6. Revise formatting of a document using text alignment and line and paragraph spacing.</li> <li>7. Revise a document using Word's research, proofing, and learning tools.</li> <li>8. Revise custom document properties of a document.</li> </ol>	4	0	0
Formatting and Customizing Documents	<ol style="list-style-type: none"> <li>1. Revise formatting of a document by customizing margins, page orientation, paper size, vertical alignment, and page movement.</li> <li>2. Revise alignment and page layout by setting, using, and editing tab stops in a document.</li> <li>3. Rearrange indents to control text alignment.</li> <li>4. Generate page numbers, headers, and footers to enhance document layout.</li> <li>5. Control pagination with page and section breaks.</li> <li>6. Create customized bulleted and numbered lists to effectively present information.</li> <li>7. Revise document format with styles and themes to improve consistency.</li> <li>8. Revise a document by using find and replace.</li> </ol>	4	0	0
Collaborating with Others and Working with Reports	<ol style="list-style-type: none"> <li>1. Create, review, edit, and customize comments.</li> <li>2. Modify and review a document using Track Changes and share an online document.</li> <li>3. Create and edit footnotes and endnotes in a document.</li> <li>4. Create a bibliography with properly formatted sources and insert citations into a document.</li> <li>5. Create and edit a table of contents based on headings in a document.</li> <li>6. Create a cover page and modify content and content control fields.</li> <li>7. Create and customize headers and footers in a multipage document.</li> </ol>	4	0	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Using Tables, Columns, and Graphics	<ol style="list-style-type: none"> <li>1. Create tables to present and arrange information to improve the design and readability of a document.</li> <li>2. Modify a table by changing the column and row size, aligning text, using the Table Properties dialog box, sorting data, and using AutoFit.</li> <li>3. Modify the appearance and function of a table by applying borders and shading, using table styles, inserting formulas, and converting text into a table.</li> <li>4. Modify the layout and design of a document using columns to present information.</li> <li>5. Create, modify, and arrange pictures to improve a document.</li> <li>6. Modify a document by adding and customizing graphic objects such as shapes, SmartArt, WordArt, symbols, icons, 3D models, and online video.</li> </ol>	3	0	0
Using Templates and Mail Merge	<ol style="list-style-type: none"> <li>1. Create and customize a template based upon a Word online template.</li> <li>2. Create and use a template from a blank document or an existing Word document.</li> <li>3. Explain the types of merges and how to select or create a recipient list.</li> <li>4. Create a merged document using the Mailings tab.</li> <li>5. Create a merged document using the Mail Merge Wizard.</li> </ol>	4	0	0
Using Custom Styles and Building Blocks	<ol style="list-style-type: none"> <li>1. Create and modify styles using the Style gallery and Styles pane.</li> <li>2. Revise formatting of a document by managing styles and using a styles template.</li> <li>3. Create and save information in a document using the Building Blocks Organizer.</li> <li>4. Create AutoText building blocks to save text and objects and insert building blocks into a document.</li> <li>5. Generate building blocks with the Quick Parts gallery and insert building blocks into a document.</li> <li>6. Create and use document properties and Word fields in a document.</li> </ol>	4	0	0
Advanced Tables and Graphics	<ol style="list-style-type: none"> <li>1. Revise table content using sorting, formulas, bullets and numbers, tabs and indents, and text direction.</li> <li>2. Revise table layouts using table properties, cell margins, the split table feature, nested tables, and a repeated header row.</li> <li>3. Revise a table design using shading, borders, and a table style.</li> <li>4. Revise a picture using advanced layout and picture format options.</li> <li>5. Modify pictures to remove background, apply corrections, change colors, add artistic effects, and compress, change, and reset a picture.</li> <li>6. Create, group, align, and modify a shape in a document.</li> </ol>	3	0	0
Using Desktop Publishing and Graphic Features	<ol style="list-style-type: none"> <li>1. Apply desktop publishing features to a Word document.</li> <li>2. Create a custom theme and customize an existing theme.</li> <li>3. Create and customize a built-in text box and create a custom text box.</li> <li>4. Create and customize a SmartArt graphic.</li> <li>5. Create and customize a chart.</li> <li>6. Mark index entries and insert and customize an index page.</li> <li>7. Create figure captions and insert a table of figures.</li> </ol>	4	0	0

<b>Course Segment</b>	<b>Learning Outcomes</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
Working Collaboratively and Integrating Applications	<ol style="list-style-type: none"> <li>1. Devise collaboration by using advanced Comments and Track Changes features and sharing documents.</li> <li>2. Organize with Word collaboration features to compare, combine, and protect documents.</li> <li>3. Create, embed, and link content from other Microsoft Office applications into a Word document.</li> <li>4. Devise mail merge rules to customize how data merges into a Word document from other Office applications.</li> <li>5. Create bookmarks in a document.</li> </ol>	4	0	0
Automating Tasks Using Templates and Macros	<ol style="list-style-type: none"> <li>1. Create, save, and use a template to generate commonly used documents.</li> <li>2. Create customized template content using a variety of Word fields and styles.</li> <li>3. Create, run, and delete a macro.</li> <li>4. Revise an existing macro using Visual Basic and add a keyboard and button shortcut to run a macro.</li> <li>5. Create and use a macro-enabled template to automate common tasks and copy a macro to another document.</li> </ol>	4	0	0
Working with Forms and Master Documents	<ol style="list-style-type: none"> <li>1. Create, customize, and arrange a variety of content control fields.</li> <li>2. Create and customize advanced content control fields where a user selects from a list of choices.</li> <li>3. Modify a content control field to change the format and lock content, and use Design mode to edit placeholder text.</li> <li>4. Create a form based on a template, group content control fields, protect and edit a form, fill in a form, and save a form based on a template.</li> <li>5. Manage a long document using a master document that contains subdocuments.</li> </ol>	4	0	0
Customizing Word and Using OneDrive and Office Online	<ol style="list-style-type: none"> <li>1. Modify Word options, the Ribbon, and the Quick Access toolbar to personalize the working environment.</li> <li>2. Modify Office account settings and install an Office add-in.</li> <li>3. Modify OneDrive sharing options.</li> <li>4. Create, edit, share, collaborate, and comment on a document using Office Online.</li> </ol>	2	0	0
Preparing for Certification Exam	<ol style="list-style-type: none"> <li>1. Complete at least two GMetrix (CertPREP) practice exams to demonstrate readiness to take MOS certification exam.</li> </ol>	1	0	0

**Total Contact Hours**

<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
45	0	0