2/7/2025   DATE

☐ REQUIRED COURSE
☑ ELECTIVE COURSE

BUS   DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CIS-055		TITLE: *(30 Characters Max)*				Word		

SEM CR HRS:	2.0	Lecture:		2.0		Lab:	0.0	ICCB Lab:	0.0	ECH:	2.0

Course Level:	☐ Gen Ed/IAI	☑ Career/Technical	Clinical Practicum:	0.0	Work-based Learning:	0.0	WBL ECH:	0.0
	☐ Baccalaureate/Non-IAI	☐ Dev Ed/Not in Degree Audit						

Course PCS & CIP:	12 - 52.0401	IAI Code:	N/A	Contact Hours (Minutes/Week)

Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	100	8 Wks	200

Prerequisites:	None
Corequisites:	None

Catalog Description: (40 Word Limit)	An introduction to the word processing software package Word that includes creating, editing and formatting documents. Using tables, graphics and mail merge will also be covered. (Repeatable 3 Times)

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Creating, formatting and editing documents	5			
Creating references and sources	5			
Creating a business letter, table, lists and watermark	5			
Using and creating templates and macros	5			
Generating form letters, mailing labels and directory	5			
Using document collaboration, integration and charting tools	5			
TOTAL	30	0	0	0

EVALUTION

QUIZZES ☐	EXAMS ☑	ORAL PRES ☐	PAPERS ☐
LAB WORK ☐	PROJECTS ☑	COMP FINAL ☑	OTHER ☐

COURSE MATERIALS

TITLE:	Shelly Cashman Series Microsoft Office 365 + Word 2021	
AUTHOR:	Vermaat, Duffy	
PUBLISHER:	Cengage	
VOLUME/EDITION/URL:	1st edition	
COPYRIGHT DATE:	2023	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Creating, formatting and editing documents	5	1. Format paragraphs and text. 2. Insert and format a picture. 3. Enhance the page. 4. Correct errors and revise documents.
Creating references and sources	5	1. Create a border. 2. Insert citation, footnote, endnote, bibliography, table of contents and index. 3. Use indents. 4. Insert cover page.
Creating a business letter, table, lists and watermark	5	1. Insert and edit shapes and graphics. 2. Insert Word Art and Smart Art. 3. Adjust columns. 4. Set tabs. 5. Create building blocks. 6. Edit and format lists and tables.

Using and creating templates and macros	5	1. Use a template. 2. Share a document. 3. Use form content control features. 4. Use a macro.
Generating form letters, mailing labels and directory	5	1. Use mail merge features.
Using document collaboration, integration and charting tools	5	1. Use document collaboration to review a document. 2. Link to Excel table. 3. Chart a table.
	30	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Multipage Documents	Create, edit, format and customize multipage documents and tables.
Course Outcome 2	Mail Merge	Identify and use mail merge to create documents.
Course Outcome 3	Graphic Design	Work with graphic design features.
Primary Laker Learning Competency	Information & Technology Literacy: Students evaluate information effectively using the appropriate technological tools.	
Secondary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.	

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.