



General Course Information	
1a. Course Dept.:	CIS
1b. Course Number:	66
2. Course Title:	Microsoft Word
3. Units:	3
4. This Course is:	Assoc Degree Applic. - Transfer to CSU/Private

Course Format and Duration	
5a. Course Length:	Full-semester
5b. Weekly Hours:	3 Lecture + 0 Activities + 1 Lab + 0 By Arrangement = Total Weekly Hours:4

Method of Instruction	
6. Instructional methods used to present course content.	
Lecture/Discussion	
Lecture/Lab	
Online	

Course Preparation	
7a. Corequisite(s):	None
7b. Prerequisite(s):	None
7c. Course Advisory:	CIS 1 with a grade of C (or CR) or better and ability to keyboard at 30 words per minute
8. Repeatability:	Not Repeatable
Additional Repeatability Info:	None

CATALOG DESCRIPTION AND OTHER CATALOG INFORMATION**9a. Catalog Description:**

Provides an in-depth study of the functions of the word processing program. Students will learn how to use basic and advanced program features to create and design business documents.

9b. Other Catalog information:

None

10. Student Performance Objectives:

As a result of successful completion of this course, a student will be able to:

1. Enter and manipulate text, handle files, edit, and print documents requiring increasingly advanced features on microcomputers to produce reports, correspondence and other documents.
2. Analyze a complex problem and plan the layout to produce professional-appearing documents.
3. Use proper formatting techniques to complete the appropriate project.
4. Design business documents using pictures, borders, WordArt.
5. Create and format tables and be able to convert information to charts.
6. Create and apply macros.
7. Create styles and apply formatting commands to text using styles.
8. Sort and select text in paragraphs, tables and data source files.
9. Create and edit a fill-in form template.
10. Browse the WorldWide Web and create hyperlinks.

11. Methods of Evaluating Student Achievement:

1. Objective and essay examinations and quizzes which require students to demonstrate their knowledge of the features of Microsoft Word in producing reports, correspondence and other documents.
2. In-class and out-of-class student projects testing students' ability to analyze word processing problems and apply their knowledge to produce professional-appearing documents.
3. Documents created in and outside of class which will require students to apply their knowledge of word processing features to increasingly complex problems.
4. Readings assigned outside of class requiring students to classify and compare various word processing packages and be prepared to analyze and criticize a variety of layouts and presentations.

12. Student Assignments (Homework):**a. Required Reading Assignments:**

30-40 pages/week in assigned text and professional journals

b. Required Writing Assignments:

None

c. Other (Terms projects, research papers, portfolios, etc.)

Outside readings from computer and word processing publications

13. Course Content Outline:

Students will be required to analyze, evaluate, compare and contrast the following concepts, characteristics, and techniques.

I) Preparing Business Documents

- A) Creating, Saving, and Printing
- B) Editing including selecting, moving, inserting, and deleting text
- C) Formatting Characters
- D) Formatting Paragraphs
- E) Maintaining documents and organizing files

II) Producing Enhanced and Customized Documents

- A) Changing fonts and working with symbols
- B) Using the writing tools-Spelling, Grammar Check, Thesaurus
- C) Formatting with special features
- D) Manipulating tabs
- E) Special print capabilities
- F) Merging including letters, labels, envelopes, lists, inputting during merge

III) Preparing and Enhancing Long Documents

- A) Preparing multiple-page documents with margins and proper text flow
- B) Manipulating text within and between documents
- C) Creating headers and footers
- D) Creating footnotes and endnotes
- E) Completing Find and Replace

IV) Enhancing the Visual Display of Documents

- A) Hyphenation
- B) Using bookmarks and comments
- C) Creating macros
- D) Adding borders and inserting clip art
- E) Using the Microsoft Draw feature
- F) Using WordArt and Equation Editor
- G) Exploring the Internet and creating a Web home page

V) Enhancing the Presentation of Text

- A) Creating and formatting tables
- B) Creating charts in Word
- C) Formatting text into columns-newspaper and parallel
- D) Formatting with styles

VI) Organizing Text in Documents

- A) Sorting and selecting in paragraphs, columns, and tables
- B) Creating outlines
- C) Creating fill-in forms

D) Creating table of contents and indexes

14a. All textbooks, resources and other materials used in this course are:

College level

14b. EXAMPLE texts, reading and resources:

Rutkosky, Nita Hewitt. *Microsoft Word*. Latest edition
EMC Paradigm,

Layman, Katie and LeVaughn Hart. *Microsoft Word*. Latest
edition
Prentice Hall,

General Education/Transfer Information

IGETC:

CSU:

SCC GE: