

COURSE OUTLINE

**Computer Applications and Business Office Technologies 265
Microsoft Office Specialist (MOS):
Microsoft Word I**

I. Catalog Statement

Computer Applications and Business Office Technologies 265 provides students with beginning features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Word. Some of the topics for this course consist of: creating and editing a word document; creating a research paper; using a wizard to create a resume; creating a cover letter with a table; and creating a document with a table, a chart, and a watermark.

Units – 3.0 (8 weeks)
Lecture/Demonstration Hours – 6.0

Recommended preparation: CABOT 208 or equivalent (CABOT 208 may be taken concurrently) and CABOT 205 or equivalent or ability to type by touch at a minimum of 25 wpm.

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. work with text;
2. work with paragraphs;
3. work with documents;
4. manage files;
5. assess his/her readiness to take the core certification test.

IV. Course Content

Total Contact Hours = 48

- A. Working with text 10 hours
1. Using the Undo, Redo, and Repeat command
 2. Applying font formats (Bold, Italic and Underline)
 3. Using the spelling feature
 4. Using the thesaurus feature

5. Using the grammar feature
 6. Inserting page breaks
 7. Highlighting text in document
 8. Inserting and move text
 9. Cutting, copying, pasting, and using Paste Special
 10. Selecting and changing font and font size
 11. Finding and replacing text
 12. Applying character effects (superscript, subscript, strikethrough, small caps and outline)
 13. Inserting symbols
 14. Creating and applying frequently used text with AutoCorrect
- B. Working with paragraphs 10 hours
1. Aligning text in paragraphs (Center, Left, Right and Justified)
 2. Adding bullets and numbering
 3. Setting character, line, and paragraph spacing options
 4. Applying borders and shading to paragraphs
 5. Using indentation options (Left, Right, First Line and Hanging Indent)
 6. Using tab command (center, decimal, left, and right)
 7. Creating an outline style numbered list
 8. Setting tabs with leaders
- C. Working with documents 10 hours
1. Printing a document
 2. Using print preview
 3. Using Web Page Preview
 4. Navigating through a document
 5. Inserting page numbers
 6. Setting margins
 7. Using the Go To feature to locate specific elements in a document
 8. Creating and modifying page numbers
 9. Creating and modifying headers and footers
 10. Aligning text vertically
 11. Preparing and printing envelopes and labels
 12. Applying styles
 13. Using click & type
- D. Managing files 10 hours
1. Using save
 2. Locating and opening an existing document
 3. Using Save As (different name, location or format)
 4. Creating a folder
 5. Creating a new document using a Wizard
 6. Saving as Web Page
 7. Using templates to create a new document
 8. Creating Hyperlinks
 9. Using the Office Assistant
 10. Sending a Word document via e-mail

- E. Using tables 4 hours
 - 1. Creating and formatting tables
 - 2. Adding borders and shading to tables
 - 3. Revising tables (insert and delete rows and columns, change cell formats)
- F. Working with pictures and charts 4 hours
 - 1. Inserting graphics into a document (WordArt, ClipArt, Images)
 - 2. Sizing a graphic

V. Methods of Presentation

The following instructional methodologies may be used in the course:

- 1. lecture in current industry-standard software applications;
- 2. demonstrate software features using large-screen projection;
- 3. critique work in progress during lab time;
- 4. online.

VI. Assignments and Methods of Evaluation

- 1. In-class case problems that incorporate critical thinking and problem solving with computer skills proficiency.
- 2. Lab assignments used to reinforce case problems.
- 3. Final examination.
- 4. Online tutorials/trainings

VII. Textbooks

Shelly, G., Vermaat, M. Microsoft Word 2010 Comprehensive. Current Edition
Boston, MA: Cengage Learning, 2012.
11th Grade Textbook Reading Level. ISBN: 1-439-07900-5

VIII. Student Learning Outcome

Upon successful completion, the student will be able to:

- 1. create,edit, and print Word documents;
- 2. format characters, paragraphs, and sections in a document;
- 3. insert headers and footers, footnotes, and graphics;
- 4. use Word templates to create new document;
- 5. compare and contrast the issues that led women to challenge the status quo in three different eras in the twentieth century;
- 6. student will demonstrate the ability to independently create, save, modify and print a document using a word processing program and appropriate assistive technology.