Computer Information Systems (CIS) 1603 Introduction to Word Processing- Microsoft Word (1.5) CSU

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Units Calculations:
16 hours lecture. (32 Outside of class hours) 24 hours lab (72 Total Students Learning Hours) 1.5 Units

Catalog Description: This course is an introduction to word processing in the Microsoft Windows environment. This course will cover the operation and features of Microsoft Word to support common communication requirements in a business environment.

Type of Class/Course: Degree credit

Text: Vermaat, Misty E. *Shelly Cashman Series Microsoft Office 365 & Word 2019 Comprehensive* 1st Edition. Course Technology, 2019.

Course Objectives:

By the end of this course, a successful student will be able to utilize Word to complete the following tasks with a high degree of accuracy and efficiency

1.   insert, modify, and move text and images,
2.   apply and modify text and paragraph formats,
3.   set and modify tabs,
4.   apply character and paragraph styles,
5.   correct spelling and grammatical errors,
6.   apply bullet, outline, and numbering formats to paragraphs,
7.   create and modify multicolumn documents,
8.   create and modify tables, and
9.   create and modify diagrams and charts.

Unit I   Creating and Modifying a Flyer

        A.   Start and Exit Word
        B.   Enter text in a Word document
        C.   Adjust margins
        D.   Check spelling and grammar as you work
        E.   Save a document
        F.   Format text, paragraphs, and document elements
        G.   Undo and redo commands or actions
        H.   Insert and format a picture

I. Add a page border
J. Change document properties
K. Open and close a document
L. Correct errors and revise a document
M. Cut, copy, and paste text
N. Print a document
O. Use Word Help

Unit II   Creating a Research Paper

A. Describe the MLA documentation style for research papers
B. Change line and paragraph spacing in a document
C. Create and modify styles
D. Use a header to number pages in a document
E. Apply formatting using shortcut keys
F. Modify paragraph indentation
G. Insert and edit citations and their sources
H. Add a footnote to a document
I. Insert a manual page break
J. Create a bibliographical list of sources
K. Find and replace text
L. Find a synonym
N. Look up information

Unit III   Creating a Business Letter

A. Insert and format a shape
B. Change text wrapping
C. Insert and format an online picture
D. Insert a symbol
E. Add a border to a paragraph
F. Clear formatting
G. Apply a Style
H. Set and use tab stops
I. Insert the current date
J. Insert a Word table, enter data in the table, and format the table
K. Format a paragraph border
L. Use the format painter
M. Insert and format a SmartArt graphic
N. Address and print an envelope

Unit IV   Creating a Multipage Document
A. Insert a cover page
B. Insert text in content controls
C. Apply character effects
D. Change paragraph indentation
E. Insert formatted headers and footers
F. Remove a content control
G. Format page numbers
H. Sort paragraphs and tables
I. Change the color of bullets in a list

J.   Add picture bullets to a list
K.   Create a multilevel list
L.   Edit and format Word tables
M.   Insert a formula in a table
N.   Create a watermark

Unit V   Creating a Resume and Sharing Documents

A.   Use a template to create a document
B.   Change document margins
C.   Personalize a document template
D.   Customize theme fonts and theme colors
E.   Create and modify a style
F.   Create, modify, and insert a building block
G.   Save a document as a PDF document and edit a PDF document
H.   Check document compatibility
I.   Enable others to access a document on OneDrive
J.   Get a sharing link
K.   Send a Word document using e-mail
L.   Save a Word document as a webpage
M.   Format text as a hyperlink
N.   Change a style set
O.   Highlight text

Unit VI   Using Mail Merge

A.   Explain the merge process
B.   Use the Mail Merge wizard and the Mailings tab on the ribbon
C.   Use a letter template as the main document for a mail merge
D.   Create and edit a recipient list in a data source
E.   Insert merge fields in a main document
F.   Use an IF field in a main document
G.   Merge form letters
H.   Select records to merge
I.   Sort a recipient list
J.   Address and print mailing labels and envelopes
K.   Change page orientation
L.   Merge all data records to a directory
M.   Convert text to a table

Unit VII   Creating a Newsletter

A.   Work with WordArt
B.   Set custom tab stops
C.   Crop a graphic
D.   Rotate a graphic
E.   Format a document in multiple columns
F.   Justify a paragraph
G.   Hyphenate a document
H.   Format a character as a drop cap
I.   Insert a column break
J.   Insert and format a text box
K.   Copy and paste using a split window
L.   Balance columns

   M. Modify and format a SmartArt graphic
   N. Copy and paste using the Office Clipboard
   O. Add an art page border

Course Scope and Content: (Laboratory)

Unit I   Creating and Modifying a Flyer
   A. Start and exit Word
   B. Enter text into a Word document
   C. Adjust margins
   D. Check spelling and grammar
   E. Save a document
   F. Format text, paragraphs, and document elements
   G. Insert and format a picture
   H. Add a page border
   I. Change document properties
   J. Correct errors
   K. Cut, copy, and paste text
   L. Print a document
   M. Use Word Help

Unit II   Creating a Research Paper
   A. Prepare a short research paper using MLA style requirements
   B. Change line and paragraph spacing
   C. Create and modify a styles
   D. Use a header to number pages in a document
   E. Apply formatting using shortcut keys
   F. Indent paragraphs using the First Line Indent marker on the ruler
   G. Insert and edit citations and their sources
   H. Add a footnote to a document
   I. Insert a manual page break
   J. Create a bibliographical list of sources
   K. Indent citations on the works cited page using the Hanging Indent marker on the ruler

Unit III   Creating a Business Letter
   A. Prepare a business letter with a letterhead, table, and SmartArt graphic
   B. Insert and format a shape
   C. Change text wrapping
   D. Insert and format an online picture
   E. Insert a symbol
   F. Add a border to a paragraph
   G. Apply a style
   H. Set and use tab stops
   I. Insert the current date
   J. Insert a Word table, enter data in the table, and format the table
   K. Format a paragraph border
   L. Insert and format a SmartArt graphic

Unit IV

        Creating a Multipage Document
- A.   Insert a cover page
- B.   Insert text in content controls
- C.   Remove a content control
- D.   Apply character effects
- E.   Change paragraph indentation
- F.   Insert formatted headers and footers
- G.   Format page numbers
- H.   Sort paragraphs and tables
- I.   Change the color of bullets in a list
- J.   Add picture bullets to a list
- K.   Create a multilevel list
- L.   Edit and format Word tables
- M.   Insert a formula in a table
- N.   Create a watermark

Unit V   Creating a Resume and Sharing Documents
- A.   Use a template to create a document
- B.   Change document margins
- C.   Personalize a document template
- D.   Customize theme fonts and theme colors
- E.   Create a modify a style
- F.   Create, modify, and insert a building block
- G.   Save the document as a PDF document and edit the PDF document in Word
- H.   Check document compatibility
- I.   Enable others to access a document on OneDrive
- J.   Send a Word document using email
- K.   Save a Word document as a webpage
- L.   Format text as a hyperlink
- M.   Change a style set
- N.   Highlight text

Unit VI   Using Mail Merge
- A.   Create a form letter using a template with an IF field, a data source, mailing labels, and a directory
- B.   Use a letter template as the main document for a mail merge
- C.   Create and edit a recipient list in a data source
- D.   Insert merge fields in a main document
- E.   Use an IF field in a main document
- F.   Merge and print form letters
- G.   Prepare mailing labels
- H.   Merge all data records to a directory
- I.   Format the directory
- J.   Sort records in the directory

Unit VII   Creating a Newsletter

- A.   Work with WordArt
- B.   Set custom margins

C.   Set custom tab stops
D.   Crop a graphic
E.   Rotate a graphic
F.   Change text wrapping of graphic objects
G.   Insert section and column breaks at appropriate locations
H.   Format a document in multiple columns
I.   Justify column text
J.   Use Word's automatic hyphenation feature
K.   Format a character as a drop cap
L.   Insert and format a text box to be used as a pull-quote
M.   Balance column text
N.   Insert and format a SmartArt graphic
O.   Copy and paste using the Office Clipboard
P.   Add an art page border

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of the regular class time doing the following:

1.   completing assigned reading in the textbook and online course materials,
2.   completing lab activities,
3.   answering assigned questions, and
4.   participating in discussion activities.

Methods of Instruction:

1.   Lecture, demonstration, class discussion, and problem solving.
2.   Assigned reading from the textbook and online course materials.
3.   Assigned hands-on lab activities.
4.   Assigned independent final project.

Methods of Evaluation:

1.   Computational or non-computational problem-solving demonstrations, including:

    b.   Demonstrated ability to use Microsoft Word 2010 through satisfactory completion of lab activities

2.   Other examinations, including:

    b.   Demonstrated ability to use software tools

3.   Evaluation of discussion activities.

Supplemental Data:

TOP Code:	0514.00: Office Technology/Office Computer Applications

SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Office Technologies