



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

Upon successful completion of this course, the student will use the latest version of Microsoft Word to:

- Create, select, and edit documents.
- Format characters and paragraphs.
- Utilize the spell checker, thesaurus and grammar check.
- Use left, right, hanging, and first line indentation of paragraphs.
- Add borders to a document.
- Change top, bottom, left, right, inside, and outside margins.
- Set left, right, center, bar and decimal tabs.
- Horizontally center tabbed columns.
- Move or copy and paste text within a document or between multiple documents.
- Replace strings of text.
- Insert page, section, and column breaks.
- Add and modify page numbers.
- Create and edit headers and footers.
- Create, format, and edit tables.
- Create, edit, and format columns of text.
- Create and edit styles.
- Use templates to create documents.
- Use mail merge to create documents and labels.
- Create special effects for text using WordArt.
- Insert, move, and crop graphics.
- Create diagrams and charts.
- Format letters and memos.
- Create macros.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
The student will be able to perform basic and advanced word processing functions.	Ninety percent of students will correctly answer at least 70% of the questions on a comprehensive written exam.

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Required: Latest edition of *Microsoft Office Word: A Lesson Approach* by Hinkle. McGraw-Hill Publishing.

One flash drive is required for this class to store the daily work and the student data files provided by the publisher. The instructor will provide a test flash drive for the hands-on application tests. The student will need 4 Scantron forms for taking the written tests along with a #2 pencil.

IV. Suggested Course Maximum – 20 since it requires a computer classroom

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

20 computers with USB ports in the front, Laser printer, at least one color printer, desks for the computers and printers, internet access, and the latest version of Microsoft Office Word.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

60% Hands-on Application Test average (4 tests)

20% Written Theory Tests average (4 tests)

20% Daily work Exercises grade average

Reading and Exercises Assignments

Lesson 1 Creating and Editing a Document

Lesson 2 Formatting Characters

Lesson 3 Writing Tools

Written Test 1

Hands-on Test 1

Lesson 4 Format Paragraphs

Lesson 5 Tabs and Tabbed Columns

Lesson 6 Moving and Copying

Lesson 7 Find and Replace

Written Test 2

Hands-on Test 2

Lesson 8 Margins and Print Options

Lesson 9 Page and Section Breaks

Lesson 10 Page Numbers, Headers, and Footers

Lesson 11 Styles and Themes

Lesson 12 Templates

Written Test 3

Hands-on Test 3

Lesson 13 Tables

Lesson 15 Columns

Lesson 16 Graphics

Lesson 19 Mail merge

Lesson 21 Macros

Written Test 4 Comprehensive Written Final Exam

Hands-on Test 4 Final Exam

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.