

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 28 - Microsoft Word for Windows

3 Unit(s)

Prerequisite(s): NONE

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU

34 hours Lecture

51 hours Lab

This course covers a recent version of Microsoft Word for Windows for students who have an understanding of computers and desire comprehensive knowledge of word processing. Course content includes creating and formatting documents; creating and modifying headers and footers; inserting objects such as clipart and images; creating and modifying tables; merging documents to create letters, envelopes and labels; creating charts; proofing documents; and automating formatting.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Create, save, print, close, open, and edit a Microsoft Word document.
- B. Enhance documents with special formatting including fonts, line spacing, tabs, and indents.
- C. Proofread and edit a variety of business documents using the Spell Checker, Thesaurus, and Grammar Checker.
- D. Create and format tables, charts, columns, outlines, templates, table of contents, and indexes.
- E. Format and merge form files and data files to create business documents, including letters, envelopes and labels.
- F. Utilize special features such as find and replace, headers and footers, date and time, AutoCorrect, AutoText, drawing, WordArt, images, styles and web pages.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Creating and Modifying Documents	4.00
2. Formatting Characters, Paragraphs, and Pages	6.00
3. Customizing Documents and Creating and Modifying Headers and Footers	4.00
4. Creating and Formatting Tables	4.00
5. Inserting and Customizing Objects	4.00
6. Creating and Customizing Charts	3.00
7. Merging Documents to Create Letters, Envelopes and Labels	5.00
8. Creating, Formatting and Arranging SmartArt Diagrams and Organizational Charts	4.00
Total Hours	34.00

Lab	
<u>Topics</u>	<u>Hours</u>
1. Formatting Characters, Paragraphs, and Pages	9.00

2. Customizing Documents and Creating and Modifying Headers and Footers	6.00
3. Creating and Modifying Documents	6.00
4. Creating and Formatting Tables	6.00
5. Inserting and Customizing Objects	6.00
6. Creating and Customizing Charts	4.00
7. Merging Documents to Create Letters, Envelopes and Labels	8.00
8. Creating, Formatting and Arranging SmartArt Diagrams and Organizational Charts	6.00
Total Hours	51.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Instructor Demonstrations
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Discussion

V. METHODS OF EVALUATION

- A. Projects
- B. Homework
- C. Class participation
- D. Written Assignments
- E. Performance Examinations

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read the chapter about preparing documents and complete the chapter Projects and Skills Checks.
 - 2. Read the chapter about paragraph formatting and complete the chapter Projects and Skills Checks.
- B. Writing Assignments
 - 1. Write about what you have learned in class related to the Student Learning Objectives noted in the Course Syllabus. Provide at least one specific example of knowledge or skill learned for each Student Learning Objective. Be prepared to discuss this assignment in class.
 - 2. Write about your three favorite features of Microsoft Word, including specifically what you like about these features and how you will use them in the workplace or in your other classes. Be prepared to discuss this assignment in class.
- C. Out-of-Class Assignments
 - 1. Create a Glossary of Terms document using the Constantia font style and 12-point font size. Double space between glossary terms. Using the Mini Toolbar and then the Format Painter, apply the bold feature to every term. Use the Change Case feature to change the document title at the top of the document to be all uppercase. Apply the Gradient text effect of Blue, Accent 1 to the title. Apply a Theme of your choice. Spell and grammar check your document. Proofread the document, then use the Print Preview feature to view all pages of the document. Save and backup this document.
 - 2. Insert clip art with an ocean theme two lines below the document title of the travel flyer. Change the Brightness of the clip art to -20% and the Contrast to +20%. Apply a thick border to the clip art. Format the travel site list and activities within the flyer with bullets.

Choose a bullet style of your choice. Insert a document footer which includes the date and time in the left section of the footer. Proofread the document, then use the Print Preview feature to view the document. Save and backup this document.

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. Nita Hewitt Rutkosky. Microsoft Word 2010, Benchmark Series, Levels 1 & 2, EMC Paradigm. 2011 Edition. EMC Paradigm, 2011.

Materials Other Than Textbooks:

- A. SNAP package, EMC Paradigm

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