

Las Positas College
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Course Outline for CIS 88A

INTRODUCTION TO MICROSOFT WORD

Effective: Spring 2018

I. CATALOG DESCRIPTION:

CIS 88A — INTRODUCTION TO MICROSOFT WORD — 1.50 units

Develop the skills needed in the workplace to produce common business documents, such as letters, resumes, flyers, and reports. Topics include document creation and editing; use of Microsoft Word features to apply character and paragraph formatting; creating and formatting tables, enhancing visual appeal by incorporating graphics elements, using the mail merge feature, and printing documents.

1.00 Units Lecture 0.50 Units Lab

Strongly Recommended

CIS 71A - Keyboarding (The Alphabet)

Grading Methods:

Letter or P/NP

Discipline:

- Computer Information Systems

	MIN
Lecture Hours:	18.00
Lab Hours:	27.00
Total Hours:	45.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. CIS71A

IV. MEASURABLE OBJECTIVES:

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

- Create, save, retrieve, edit and print documents;
- Format common business documents, including letters, resumes, brochures/newletters, and reports;
- Navigate the Microsoft Word window effectively;
- Incorporate graphic elements to enhance visual appeal;
- Use the mail merge feature to generate personalized documents;
- Create, format, and edit tables;
- Apply decision making skills in determining the most efficient way to produce documents.

V. CONTENT:

- Introduction to the Microsoft Word window
 - Screen elements, including the Ribbon, Tabs, scroll bars, views, and zoom settings
 - Default/initial settings
 - Explore the Help features
- Enter and format
 - The Insertion Point
 - Apply text attributes, change fonts and font sizes, bold, italics, and underline
- Document and Paragraph formatting
 - Margins
 - Indents
 - Set tabs
 - Headers/Footers
- Create, format, and edit tables
- Document production features: find, replace, move/copy text, spell check, and thesaurus
- Effectively produce business documents using correct document formats
 - Letters
 - Reports

- 3. Newsletters
- 4. Brochures
- G. Arrange text in multiple columns
 - 1. Insert column breaks
 - 2. Insert page breaks
- H. Incorporate graphic images and other graphic elements to enhance visual appear
- I. Mail Merge
 - 1. Create a data source
 - 2. Create a main document
 - 3. Use merge to create customized letters

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Hands-on lab assignments
- C. Computer demonstrations
- D. Class discussion

VII. TYPICAL ASSIGNMENTS:

- A. Reading
 - 1. Read the chapter on Creating and Editing Business Documents. Complete the Develop Your Skills sections within the chapter.
- B. Videos
 - 1. Access the online videos related to the chapter
- C. Hands-on Lab assignments
 - 1. Complete Reinforce Your Skills W1-R1 (Create an Informal Letter) on pages 21-22. Print the document or submit it online as directed by instructor.
 - 2. Complete Apply Your Skills W1-A3 (Edit and Format a Letter) on pages 30-31. Print the document or submit it online as directed by instructor.

VIII. EVALUATION:

- A. **Methods**
 - 1. Quizzes
 - 2. Projects
 - 3. Lab Activities
 - 4. Other:
 - Performance mastery projects
- B. **Frequency**
 - 1. Weekly hands-on skill assignments
 - 2. Quizzes for each chapter
 - 3. 1-2 performance mastery projects
 - 4. Final quiz and project

IX. TYPICAL TEXTS:

- 1. Murphy, Jill. *Microsoft Word 2016: Comprehensive*. 1st ed., Labyrinth Learning, 2017.
- 2. Duffy, Jennifer, and Carol Cram. *Illustrated Microsoft® Office 365 & Word 2016: Comprehensive*. 1st ed., Cengage Learning, 2017.
- 3. Shaffer, Ann, and Katherine Pinard. *New Perspectives Microsoft® Office 365 & Word 2016: Comprehensive*. 1st ed., Cengage Learning, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Storage media
- B. Go Print Card