

Las Positas College
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Course Outline for CIS 88A

INTRODUCTION TO MICROSOFT WORD

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 88A — INTRODUCTION TO MICROSOFT WORD — 1.50 units

Develop the skills needed in the workplace to produce common business documents. 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, 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:

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

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 3

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:

- A. Open/exit Microsoft Word screen;
- B. Operate within the Microsoft Word screens an efficient manner;
- C. Create, save, retrieve, edit and print documents;
- D. Create, format, and edit tables;
- E. Apply decision making skills in determining the most efficient way to produce documents;
- F. Incorporate graphic elements to enhance visual appeal;
- G. Format common business documents.

V. CONTENT:

- A. Microsoft Word screens, default/initial settings, keyboard, and help features;
- B. Editing/insertion point movement keys;
- C. Text entry and formatting including applying text attributes (bold, italics, and underline), changing fonts and font sizes;
- D. Paragraph formatting such as indenting, numbering/bulleting, tab settings and paragraph alignments;
- E. Document formatting such as margins and vertical centering;
- F. Creating, format, and editing tables
- G. Document production features: find, replace, moving/copying, and spell check;
- H. Decision making and proofreading skill development
 - I. Formatting letters, one-page report, memos, tables, and columns
 - J. Font types and document printing
- K. Incorporate graphic images and other graphic elements to enhance visual appeal

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 Interoffice Memorandums. Identify and describe the 2. Read the chapter on creating and formatting table. List several reasons for creating tables within business documents. B. Writing: 1. Develop a flyer for an event of your choice. Develop text describing the event, date, time, etc. Incorporate graphic images, page borders, and other graphic elements to enhance the flyer.

VIII. EVALUATION:

A. **Methods**

1. Exams/Tests
2. Quizzes
3. Projects
4. Class Performance
5. Other:
 - a. Methods of evaluation:
 1. Hands-on skills assignments
 2. Performance mastery projects
 3. Objective quizzes
 4. Final and hands-on project

B. **Frequency**

1. Frequency of evaluation:
 - a. Weekly hands-on skill assignments
 - b. Quizzes for each chapter
 - c. 2-3 performance mastery
 - d. Final examination and project

IX. TYPICAL TEXTS:

1. Murphy, Jill *Microsoft Word 2007: Comprehensive.*, Labyrinth Learning, 2007.
2. Duffy/ Cram *Microsoft Office Word 2007, Illustrated Complete.* 1st ed., Course Technology/ Cengage Learning, 2008.
3. Rutkosky/ Rutkosky-Roggenkamp *Benchmark Series: Microsoft Word 2007 Level 1 - Windows XP Version.*, Paradigm Publishing, 2008.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Storage media
- B. Go Print Card