



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**MICROSOFT WORD
CAP1722 3 credit hours**

Student Level:

This course is open to students on the college level in either the freshman or the sophomore year and to area high school vocational students.

Catalog Description:

CAP1722 – MICROSOFT WORD (3 hrs)

This course provides students with an understanding and use of word processing software in a realistic business environment. Topics include preparation of newsletters, letters, mailing labels; creation of outlines, tables, forms, and integration of word processing software with other software programs. This course may be used to prepare for MOS certification.

Prerequisites:

None

Controlling Purpose:

This course provides students with an understanding and use of word processing software in a realistic business environment. Topics include: preparation of newsletters, letters, mailing labels; creation of outlines, tables, forms; and integration of word processing software with other software programs. This course may be used to prepare for a MOS Word exam.

Learner Outcomes:

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

1. Demonstrate the ability to create, edit, and print documents.
2. Apply formatting features and styles.
3. Design, create, and produce forms.
4. Demonstrate the ability to accurately create, format, edit, calculate, and sort information within tables.
5. Apply mail merge features to create letters, labels, and envelopes.
6. Demonstrate integrated software features.
7. Proofread documents for accuracy, readability, and usability.
8. Exhibit appropriate workplace skills.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may

add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: Word Functions						
Outcome: The student will properly use the basic Microsoft Word functions.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Start and exit Microsoft Word program
						Use toolbars, menus, and shortcut menus
						Create, save, print, close, and reopen Word documents
						Use and understand dialog boxes

UNIT 2: Word Features

Outcome: The student will use various formatting and editing features of Microsoft Word.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Apply formatting basics, such as line spacing, margins, tabs, text alignment, underline, and headers and footers
						Edit text using various text editing options
						Change font face and size, use templates, add graphics and lines, use Word Art, use and insert special characters, add clip art, use autocorrect
						Use Word tools – spellchecker, thesaurus, find and replace, and grammar check

UNIT 3: Word Graphics and Editing

Outcome: The student will create documents using the advanced features of Microsoft Word.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Use advanced graphics options, including layering, aligning and rotating graphics, using shadows, and inserting a watermark
						Create columns, labels, newsletters, and subdivided pages
						Create, edit, and format tables
						Use tables and charts and perform basic calculations in tables
						Create and modify charts and diagrams
						Create form and merge files and successfully merge them
						Create outlines, notes, table of contents, and indexes
						E-mail a Word document and work with the Internet as it pertains to Word
						Create a webpage using Word
						Create and work with styles and templates
						Record, run, and edit macros
						Integrate Word with other programs
						Explore and use collaboration options, such as tracking changes, protecting documents, and comparing documents and merging changes

Projects Required:

Students will complete the required assignments.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Computers, printers, and software

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.