
High School Course Description Microsoft Word

Course Title: Microsoft Word

Course Number: CTE1143

Grade Level: 9-12

Meets a UC a-g Requirement: No

CTE Course Sequence:

Information & Support Services

Meets High School Graduation Requirement for:

Computer Literacy

Curricular Area: Business Education

Length: One Semester (repeatable up to 15 credits)

Prerequisites: Repeats must have a “C” or better or teacher permission

Meets NCAA Requirement: No

Course Description

The Microsoft Word course is designed to expose students to basic components of the Microsoft Word program contained in the Microsoft Office Suite. With word, student will learn to create professional looking documents and revise them easily. Students will learn to customize paragraphs, design tables, work with menus, and taskbars; format documents, create and modify graphics, develop macros, workgroup collaboration, and use mail merge. Document examples include flyers, letters, memos, resumes, reports, fax cover sheets, mailing labels, and newsletters.

This course exposes students to Industry standards aligned with the Microsoft Certified Application Specialist (MCAS) for Microsoft Word. Students will work individually, and in small groups, developing the hands on skills needed to be successful in understanding the core and advanced features of Microsoft Word. The emphasis of this course will align with the competencies identified in the MCAS certification process. This course satisfies the District computer literacy requirements.

The MCAS certification is a global program, which recognizes individuals who have achieved a certain level of mastery with Microsoft Office products. It provides a framework for measuring end-user proficiency with these applications and their ability to integrate them with other software applications. A Microsoft Certified Application Specialist is an individual who has certified their skills in one or more of the Microsoft Office desktop applications of Microsoft Word, Excel, PowerPoint, Outlook, or Access. These certification examinations utilize leading edge computer-based techniques to verify knowledge and productivity in a series of “practical” desktop activities at the “Core”, “Expert” and “Master” skill levels.

MOS certification offers a means for students to demonstrate their knowledge of the world’s most recognized and utilized suite of communication, data collection, and presentation computer applications; a standards by which employers can recruit candidates with the most current desktop skills; a baseline for academic institutions to measure desktop preparation; a means to verify and measure training results; and a globally recognized credential which both employers and job applicants can use for successful placement.

Alignment

This course is aligned to the State of California CTE Model Curriculum Standards and is the Capstone course for the Information and Support Services Sequence.

High School Course Description Microsoft Word

Instructional Materials

Required Textbook(s)

Microsoft Office 2007, Introductory Concepts and Techniques; Shelly, Cashman, Vermaat, et al, Windows XP Edition, Thomsen Course Technology, 2008, ISBN-13: 978-1-4188-4327-4

Microsoft Office 2007, Advanced Concepts and Techniques; Shelly, Cashman, Vermaat, et al, Thomsen Course Technology, 2007; ISBN-: 978-1-4188-4332-8

Microsoft Office 2007: Post-Advanced Concepts and Techniques; Shelly, Cashman, Vermaat, et al, Thomsen Course Technology, 2007, ISBN: 978-1-4188-4334-2

Supplemental Materials

1. "Microsoft Office 2007, Introductory Concepts & Techniques Instructor Resources," Shelly, Cashman, Vermaat, et al, Thomsen Course Technology, 2007, ISBN: 1-4239-1225-X.
2. "Microsoft Office 2007, Advanced Concepts & Techniques Instructor Resources," Shelly, Cashman, Vermaat, et al, Thomsen Course Technology, 2007, ISBN: 1-4239-1226-8.
3. "Microsoft Office 2007: Post-Advanced Concepts and Techniques Instructor Resources," Shelly, Cashman, Vermaat, et al, Thomsen Course Technology, 2007, ISBN: 1-4239-1226-8.
4. "Sam 2007 Assessment 2.0," Course Technology, 2007, ISBN: 978-1-4239-1346-7 \$2200/3yr 2 site license.
5. "Sam 2007 Assessment 2.0, Instructor Resources," Course Technology, 2007, ISBN: 1-4239-1346-9.
6. "Casegrader Office 2007," Course Technology, 2007, ISBN: 978-1-4239-9856-3. (don't purchase)
7. "Casegrader Office 2007, Instructor Resources," Course Technology, 2007, ISBN: 1-4239-9856-1.
8. "Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Introductory," Course Technology, 2007, ISBN: 978-1-4239-2528-6.
9. "Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Introductory Instructor Resources," Course Technology, 2007, ISBN: 1-4239-2528-9. \$22.00
10. "Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Advanced," Course Technology, 2008, ISBN: 978-1-4239-2527-9. \$22.00
11. "Mastering Applications in the Real World: Discipline-Specific Projects for Microsoft Office 2007, Advanced Instructor Resources," Course Technology, 2008, ISBN: 1-4239-2527-0.
12. "Microsoft Certified Application Specialist Exam Reference for Microsoft Office 2007," Bunin, Campbell, Clemens, Conrad, Ruffolo, Thomsen Course Technology, 2007, ISBN: 978-1-4239-0555-4. \$18.25
13. "Microsoft Certified Application Specialist Exam Reference for Microsoft Office 2007 Instructor Resources," Bunin, Campbell, Clemens, Conrad, Ruffolo, Thomsen Course Technology, 2007, ISBN: 1-4239-0555-5.
14. "MCAS Office 2007 Certification Workbook," Bunin, Campbell, Clemens, Conrad, Ruffolo, Thomsen Course Technology, 2008, ISBN: 978-1-4239-0439-7. \$24.25
15. "MCAS Office 2007 Certification Workbook Instructor Resources," Bunin, Campbell, Clemens, Conrad, Ruffolo, Thomsen Course Technology, 2008, ISBN: 1-4239-0439-7.

Software

Microsoft Office 2007 Professional, Microsoft Corporation, 2007

High School Course Description Microsoft Word

Exit Criteria Evaluation will be based on tests covering the material in the textbook, written assignments (in class and homework), class attendance/participation, and formal report/oral presentations as follows:

<u>Activities</u>	<u>Percentage</u>
Examinations.....	30%
Lab Assignments / Homework.....	40%
Class Participation/Attendance	10%
Integration Project and Final Exam	20%
Total:	100%

Development Team

This Course of Study was updated in 2009 by Stephen Boone, Tina Petersen and Jennifer Wymer.

Units Guides for **Microsoft Word**

UNIT PLANS

Unit 1: Introduction to Computers and Ethical Behavior

Week 1-2

Content Standards Covered:

State Content Standards Covered:

- 3.0 Career Planning and Management:** Students understand how to make effective decisions, use career information, and manage personal career plans.
- 3.1 Understand the scope of career opportunities and know the requirements for education, training, and licensure.
- 3.5 Understand the past, present and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning.
- 4.0 Technology** – Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.
- 4.1 Understand past, present, and future technological advances as they relate to a chosen pathway.
- 4.3 Understand the influence of current and emerging technology on selected segments of the economy
- 7.0 Responsibility and Flexibility** – Students know the behaviors associated with the demonstration of responsibility and flexibility in personal, workplace and community settings.
- 7.4 Understand that individual actions can affect the larger community.
- 8.0 Ethics and Legal Responsibilities** - Students understand professional, ethical and legal behavior consistent with applicable laws, regulations, and organizational norms.
- 8.2 Understand the concept and application of ethical and legal behavior consistent with workplace standards.
- 8.3 Understand the role of personal integrity and ethical behavior in the workplace.
- 10.0 Technical Knowledge and Skills** – Students understand the essential knowledge and skills common to all pathways in the Information Technology sector.
- 10.6 Understand the interrelationships between hardware components and supportive software.

Unit 2: Introduction to Word, Keyboarding Review, and

Weeks 3-6

Working with Windows

State Content Standards Covered:

- 5.0 Problem Solving and Critical Thinking** – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.
- 5.1 Apply appropriate problem solving strategies and critical thinking skills to work related issues and tasks.
- 10.0 Technical Knowledge and Skills** – Students understand the essential knowledge and skills common to all pathways in the Information Technology sector.
- 10.6 Understand the interrelationships between hardware components and supportive software.

Pathway Standards

A. Information Support and Services Pathway

- A7.0 Students understand software applications and life-cycle phases.
- A7.1 Know common industry standard software and its applications.

Units Guides for Microsoft Word

Unit 3: Creating and Editing Word Documents

Weeks: 7-8

2.0 Communications

2.2 Writing: (2.5) Writing Business Letters

4.0 Technology – Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.

4.2 Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services.

5.0 Problem Solving and Critical Thinking – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.

5.1 Apply appropriate problem solving strategies and critical thinking skills to work related issues and tasks.

Unit 4: Creating a Research Paper

Weeks: 9-10

2.0 Communications

2.1 Reading: (2.2) Prepare a bibliography of reference materials for a report using a variety of consumer, workplace, and public documents.

5.0 Problem Solving and Critical Thinking – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.

5.3 Use critical thinking skills to make informed decisions and solve problems.

9.0 Leadership and Teamwork – Students understand effective leadership styles, key concepts of group dynamics, team and individual decision making, the benefits of workforce diversity, and conflict resolution

9.3 Understand how to organize and structure work individually and in teams for effective performance and the attainment of goals.

Unit 5: Career Exploration and Documents

Weeks: 11-13

2.0 Communications

2.2 Writing (2.5) Write job applications and resumes.

3.0 Career Planning and Management: Students understand how to make effective decisions, use career information, and manage personal career plans.

3.1 Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.

3.2 Understand the scope of career opportunities and know the requirements for education, training, and licensure.

3.5 Know important strategies for self-promotion in the hiring process, such as job applications, resume writing, interviewing skills and preparation of a portfolio.

5.0 Problem Solving and Critical Thinking – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.

5.3 Use critical thinking skills to make informed decisions and solve problems.

Units Guides for **Microsoft Word**

- 7.0 Responsibility and Flexibility** – Students know the behaviors associated with the demonstration of responsibility and flexibility in personal, workplace and community settings.
- 7.1 Understand the qualities and behaviors that constitute a positive and professional work demeanor.

Unit 6: Creating a Web Page Using Word

Weeks: 14-15

- 4.0 Technology** – Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.
- 4.3 Understand effective technologies used in website development and the Internet.
- 5.0 Problem Solving and Critical Thinking** – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.
- 5.3 Use critical thinking skills to make informed decisions and solve problems.
- 9.0 Leadership and Teamwork** – Students understand effective leadership styles, key concepts of group dynamics, team and individual decision making, the benefits of workforce diversity, and conflict resolution
- 9.3 Understand how to organize and structure work individually and in teams for effective performance and the attainment of goals.

Unit 7: Integration Project

Weeks: 16-17

- 5.0 Problem Solving and Critical Thinking** – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.
- 5.1 Apply appropriate problem solving strategies and critical thinking skills to work related issues and tasks.
- 5.2 Understand the systematic problem-solving models that incorporate input, process, outcome, and feedback components.
- 11.0 Demonstration and Application:** Students demonstrate and apply the concepts contained in the foundation and pathway standards.

Unit 8: Final Review/Exam

Week: 18

- 5.0 Problem Solving and Critical Thinking** – Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking and problem solving techniques.
- 5.1 Apply appropriate problem solving strategies and critical thinking skills to work related issues and tasks.
- 5.3 Use critical thinking skills to make informed decisions and solve problems.
- 11.0 Demonstration and Application:** Students demonstrate and apply the concepts contained in the foundation and pathway standards.

Units Guides for **Microsoft Word**

Learning Experiences and Instruction

Support for English Language Learners:

Extra time or modified versions of assignments will be given. Other strategies include assigning students to work with a partner or provide a language assistant, if available.

Support for Special Education Students:

Extra time or modified versions of assignments will be given. Other strategies include assigning students to work with a partner or provide an instructional aide, if available. Special needs students can be enrolled in collaboration class along with Work Ability students.

Stretching the Lesson for GATE Students:

Lessons can be stretched by adding additional tasks to assignments or creating advanced level projects.