



BCIS 28 - Microsoft Word for Windows

Catalog Description

Transfer Status: CSU
Unit(s): 3.00
Lecture: 34.00 Contact hours/68.00 Out of class hours/102.00 Total hours/2.00 Unit(s)
Lab: 51.00 Contact hours/0.00 Out of class hours/51.00 Total hours/1.00 Unit(s)
Total: 85.00 Contact hours/68.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

Course Description: This course covers the most recent version of Microsoft Word for Windows (full desktop version) for students who have an understanding of computers and desire comprehensive knowledge of word processing. Course content includes creating, editing, and formatting documents; creating and modifying headers and footers; inserting objects such as images, SmartArt, and WordArt; creating, modifying, and customizing tables; merging documents to create letters, envelopes and labels; creating charts; proofing documents; creating and managing shared documents and online forms; and automating process using macros.

Objectives

- Upon successful completion of this course, the student should be able to:
1. Create, enhance, save, open, edit, print, and close a Microsoft Word business document.
 2. Enhance documents with character, paragraph, and page formatting.
 3. Proofread and edit a variety of business documents using the Spelling and Grammar Check, Dictionary, Thesaurus, Smart Lookup, and Translation features.
 4. Create and format tables, charts, columns, outlines, templates, table of contents, and indices.
 5. Format and merge form files and data files to create business documents, including letters, envelopes and labels.
 6. Utilize special features such as find and replace, headers and footers, date and time, AutoCorrect, AutoText, SmartArt and images with Alternative Text (Alt Text) applied, themes, styles, building blocks, and content controls.
 7. Inspect documents for confidentiality, accessibility, and compatibility issues.
 8. Manage shared documents and collaborate in work groups.
 9. Create and edit online forms, automate processes using macros, and integrate with other software applications.

Course Content

Topic Titles / Suggested Time Topic	
Lecture	
Topics	Lec Hrs
Creating and Modifying Documents	4.00
Formatting Characters, Paragraphs, and Pages	6.00
Customizing Documents and Creating and Modifying Headers and Footers	4.00
Creating, Formatting, and Customizing Tables	4.00
Inserting and Customizing Objects	4.00
Creating and Customizing Charts	3.00
Merging Documents to Create Letters, Envelopes and Labels	3.50
Creating, Formatting and Arranging Images, SmartArt Diagrams and Organizational Charts with Alternative Text (Alt Text) applied	2.50
Creating and managing shared documents and online forms	1.50
Inspecting documents for confidentiality, accessibility, readability, and compatibility issues	1.50
Total Hours: 34.00	
Lab	
Topics	Lab Hrs
Formatting Characters, Paragraphs, and Pages	9.00
Customizing Documents and Creating and Modifying Headers and Footers	6.00
Creating and Modifying Documents	4.50
Creating, Formatting, and Customizing Tables	6.00
Inserting and Customizing Objects	6.00
Creating and Customizing Charts	4.00
Merging Documents to Create Letters, Envelopes and Labels	8.00
Creating, Formatting and Arranging Images, SmartArt Diagrams and Organizational Charts with Alternative Text (Alt Text) applied	4.00

<u>Topics</u>	<u>Lab Hrs</u>
Creating and managing shared documents and online forms	1.50
Inspecting documents for confidentiality, accessibility, readability, and compatibility issues	2.00
Total Hours:	51.00

Methods of Instruction

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

Methods of Evaluation

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

Examples of Assignments

Reading Assignments

1. Read the chapter about merging documents and complete the chapter Projects and Skills Assessments.
2. Read the chapter about paragraph formatting and complete the chapter Projects and Skills Assessments.

Writing Assignments

1. After reviewing the Student Learning Objectives for this class, pick one that contains one or two of the skills/features that you learned this semester, and you feel will help you in completing tasks in the future. Explain how the feature works and how you believe it will support you in future tasks in one-page document. Be prepared to share this assignment in class or a discussion..
2. Write about your three favorite features of Microsoft Word in a one-page document, 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 a discussion or class.

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 images 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 save as a PDF.

Recommended Materials of Instruction

Nita Hewitt Rutkosky. (2023). Benchmark Series: Microsoft Word 365 Levels 1-2. *Paradigm Education Solutions, 2023*. 978-0763887148.

Minimum Qualifications

Office Technologies
Computer Science (Masters Required)

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