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## High School Course Description Microsoft Word

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: Microsoft Word  
 : CTE1143  
 : 9-12

: Business Education  
 : One Semester (repeatable up to 15 credits)  
 : Repeats must have a "C" or better or  
 teacher permission  
 : No

No

Information & Support Services

Computer Literacy

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.

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.

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### 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-13: 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.

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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:

**Activities**

**Percentage**

Examinations.....

Units Guides for

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**Unit 3: Creating and Editing Word Documents**

Weeks: 7-8

**2.0 Communications**

2.2 Writing: (2.5) Writing Business Letters  
Students know how to

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**

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