

EASTERN ARIZONA COLLEGE
Intermediate Microsoft Word

Course Design
2014-2015

Course Information

Division Business
Course Number AIS 235I
Title Intermediate Microsoft Word
Credits 0.5 - 1
Developed by Derek Rich/Revised by Andy Shaver
Lecture/Lab Ratio 0.5 Lecture = .5 Lecture/0 Lab
1 Lecture = 1 Lecture/0 Lab

Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

Activity Course No
CIP Code 52.0400
Assessment Mode Pre/Post Test (20 Questions/100 Points)
Semester Taught Upon Request
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No

Prerequisites

None

Educational Value

This course is designed for those students who want to increase editing productivity, establish the look of a page, use styles, and save time by using templates and forms.

Description

This course is designed to provide intermediate word processing skills to students with prior experience using microcomputers and Microsoft Word. It is recommended that the student key at a minimum rate of 25 words per minute. Identical to CMP 235I.

Supplies

None

Competencies and Performance Standards

1. Increase editing productivity.

Learning objectives

What you will learn as you master the competency:

- a. Identify and replace text.
- b. Find and replace word forms.
- c. Store and insert frequently used text.
- d. Check Grammar and spelling.
- e. Locate objects in a document.
- f. Look up alternative words.

Performance Standards

Competence will be demonstrated:

- o In completion of assignments.

Criteria-Performance will be satisfactory when:

- o Learner identifies and replaces text.
- o Learner finds and replaces word forms.
- o Learner stores and inserts frequently used text.
- o Learner checks grammar and spelling.
- o Learner locates objects in a document.
- o Learner looks up alternative words.

2. Establish the look of a page.

Learning objectives

What you will learn as you master the competency:

- a. Set up margins for the entire document.
- b. Establish the paper size and orientation for a page.
- c. Create a header or footer that prints on every page.
- d. Work with alternating headers and footers.
- e. Specify a unique header or footer for each part of the document.
- f. Add footnotes to a document.

Performance Standards

Competence will be demonstrated:

- o In completion of class assignments.

Criteria-Performance will be satisfactory when:

- o Learner sets up margins for the entire document.
- o Learner establishes the paper size and orientation for a page.
- o Learner creates a header or footer that prints on every page.
- o Learner specifies a unique header or footer for each part of the document.
- o Learner adds footnotes to a document.

3. Use Styles.

Learning objectives

What you will learn as you master the competency:

- a. Apply styles to text and paragraphs.
- b. Create a combination of formats as a character style.
- c. Store a combination of formats as a paragraph style.
- d. Apply styles quickly using AutoFormat.
- e. Use the style gallery to apply attractive formatting to an entire document.
- f. Change the definition of a style.

Performance Standards

Competence will be demonstrated:

- o In completion of class assignments.

Criteria-Performance will be satisfactory when:

- o Learner applies styles to text and paragraphs.
- o Learner creates a combination of formats as a character style.
- o Learner stores a combination of formats as a paragraph style.
- o Learner applies styles quickly using AutoFormat.
- o Learner uses the Style Gallery to apply attractive formatting to an entire document.
- o Learner changes the definition of a style.

4. Use templates and forms.

Learning objectives

What you will learn as you master the competency:

- a. Design a memo based template.
- b. Create a custom template.
- c. Gather information using electronic forms.
- d. Make an electronic form.
- e. Create a table in a form.
- f. Use an electronic form.
- g. Create an instant fax.

Performance Standards

Competence will be demonstrated:

- o In completion of class assignments.

Criteria-Performance will be satisfactory when:

- o Learner designs a memo based on a template.
- o Learner creates a custom template.
- o Learner gathers information using electronic forms.
- o Learner makes an electronic form.
- o Learner creates a table in a form.
- o Learner uses an electronic form.
- o Learner creates an instant fax.

Types of Instruction

Classroom Presentation

Classroom Application

Grading Information

Grading Rationale

100% of grade is based on Post-Test

Grading Scale

Pass Greater Than 70% on Post-Test

Fail Less Than 70% on Post-Test