CAPS 111 – Microsoft Word (Tech Prep Section 1 of 4)
Course Outline
Fall 2022 – 10 weeks

Dual Credit @ McGraw High School   Pamela Coombs
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Office Hours/Planning: M – F, Period 1, 2

Course Objectives:

1. To present a general overview of the background and development of today's computer systems as viewed by the user.

2. To provide an understanding of software and hardware components of a microcomputer.

3. To provide experience in performing operations using Microsoft Word including: creating and modifying documents, enhancing document appearance, printing and web publishing, working with tables and columns, creating and revising tables, adding graphics, preparing mailings, and integrating other applications, users and programs.

Required Text and Materials:

1. Microsoft Office Word Suite Series. (Approved and required through Tompkins-Cortland Community College 2017). Cengage Learning.

2. One (1) three-ring binder with pockets for submitting assignments, labeled with your first and last name.

Course Description:

This course will serve as an introduction to the operation and uses of a word processing program. We will focus learning on creating and modifying documents, enhancing document appearance, printing and web publishing, working with tables and columns, creating and revising tables, adding graphics, preparing mailings, and integrating other applications, users and programs, and applying the knowledge to complete case problems and cumulative projects.

All projects must be original with documented resources. Homework will require the use of computers and accessibility to the Internet. Home computers are allowed providing you have compatible software.

Prerequisites:
Eleventh grade status and successful completion of Math A, and English 9 & 10.

Course Components:

Unit	Session	Lab Requirements
A	Creating documents with Word 2013	HANDS–ON Practices, Application, Skills Reviews All Case Problems
B	Editing Documents	HANDS–ON Practices, Application, Skills Reviews All Case Problems
C	Formatting Text and Paragraphs	HANDS–ON Practices, Application, Skills Reviews All Case Problems
D	Formatting Documents	HANDS–ON Practices, Application, Skills Reviews All Case Problems
E	Creating and Formatting Tables	HANDS–ON Practices, Application, Skills Reviews All Case Problems
F	Illustrating Documents with Graphics	HANDS–ON Practices, Application, Skills Reviews All Case Problems
G	Working with Themes and Building Blocks	HANDS–ON Practices, Application, Skills Reviews All Case Problems
H	Merging Word Documents	HANDS–ON Practices, Application, Skills Reviews All Case Problems
Final Exam/Final Project		EXAM on MS Word

Illustrated Microsoft Office 365 & Word 2016 Intermediate. Duffy, Jennifer. 1st ed., 2016, Cengage Learning. ISBN-13: 978-1305878297

SUNY College OER Resources

Grading Procedures:

    *Grading Procedures:

Daily Applications/Research/Quizzes	30%
Tests/Oral Presentations/Projects	60%
Participation/Attendance	10%
Total	**100%**

    *Final Averages:

1st Marking Period	40%
2nd Marking Period	40%
Final Exam	20%
Total	**100%**

    *Alternative Assessment Rubrics are used as tools for measuring student achievement. Copies of all assessment rubrics will be given at the beginning of the year.