



C-ID Descriptor

MS Word I

Descriptor Details

- **Descriptor Title:** MS Word I
- **C-ID Number:** 111
- **Suffix:**
 - Community College Use Only (X)
- **Units:** 1
- **Hours:** 0000
- **Date of Last Revision:** November 19, 2018

General Description

This course is designed to provide the learner with a basic level of understanding of word processing with Microsoft Word including basic document creation, formatting, and editing using Microsoft Word. Learners create, edit, and format business letters, multiple-page reports, newsletters, and cover letters. This course begins preparation for the Microsoft Office User certification exam for Word.

Prerequisites

No information provided

Corequisites

No information provided

Advisories

Keyboarding I or equivalent skills, Computer Literacy

Content

1. Purpose of word processing software
2. Document creation, editing, navigating, and formatting
3. Reports, headers and footers, and cover pages
4. Images, page layout, and design
5. Document review and proofreading
6. Critical thinking in the document production process

Lab Activities

Hands on engagement with content areas.

Objectives

1. Plan, create, edit, and complete production of business documents.
2. Analyze document requirements and apply word processing software features.
3. Determine and apply appropriate problem solving techniques.

Evaluation Methods

1. Practical skill demonstrations
2. Objective tests or exams
3. Other evaluations as applicable

Textbooks

- Cengage New Perspectives
- Paradigm Benchmark
- Pearson Go
- Cengage Keyboarding Lessons 1-55
- 30 Bird