****Cossa Academy Instructor: Patricia Frahm

Phone: 208-482-6074

frahmp@cossaschools.org

Word Syllabus

Contents

[General information 2](#_Toc454372561)

[About this supplemental content 2](#_Toc454372562)

[Classroom rules and Expectations 2](#_Toc454372563)

[Content description 3](#_Toc454372564)

[Microsoft Office Specialist exam objective mapping 5](#_Toc454372565)

[Curriculum standards 6](#_Toc454372566)

[Additional information and resources 8](#_Toc454372567)

[Certification resources 8](#_Toc454372568)

[Curriculum standard resources 8](#_Toc454372569)

# General information

## About this supplemental content

This curriculum supports students in preparing for Microsoft Office Specialist (MOS) exam **77-725: Microsoft Word 2016**.

The curriculum extends the learning process to ensure that students have the opportunity to explore all areas of a program pertinent to the corresponding MOS certification objectives, or that have been identified as most important for users to understand, through the completion of individual activities. Through this extended practice, the curriculum provides provide a significant opportunity for the hands-on program experience that is expected and required of a successful certification candidate or power user.

This curriculum is designed to supplement the content of course **40391: Microsoft Word 2016**.

## Classroom rules and expectations

**Evaluation and Assignment Submission**

* Chapter reviews and tests will be a combination of completion problems, multiple choice questions, and application exercises. Individual projects will be required for each lesson. Students must complete and submit all work **during class time.**
* Students who miss exam dates will report to class at a specific date and time set aside by the instructor for make-up exams.

**Attendance**

* Regular attendance is vital to success in any high school course.  ***A student who misses more than 3 class periods may result in loss of credit and must repeal for credit.***

**Grades**

* Grades will be figured from a total point system, tests, homework and daily assignments will be assigned a number of points and a total tallied at the end of each week. Individuals will be graded according to percentages of their points to total points.

**Academic Integrity**

* The COSSA Academy Student Handbook details a code of conduct for COSSA Students.  Acts of dishonesty (cheating, plagiarism, etc) or disruptive behavior directed toward the instructor or classmates may result in Academic Withdrawal from the course.

**Late Work**

* Students must hand in work by deadlines in order to receive credit.  A 25% reduction in grade will be assessed for every day late until assignment receives a zero grade.  In case of serious illness or other emergencies, the student should notify the instructor prior to assignment deadlines to make special arrangements. There will be adequate time for completion of assignments in class.

**Cellular Phones/Paging Devices**

* **Students must be considerate of others during class time.  Cell phone use is not allowed during class. Phones must be turned off and put away.**

# Content description

This content is divided into 9 lessons. Each lesson is designed to provide approximately 45 minutes of instruction and discussion. Each lesson includes one or more sub-sections, couple of project that can be completed in or out of class, and a quiz.

Instructors can organize the lesson instruction and project assignments as necessary to fit class schedules.

The following table indicates the content covered in each Lesson.

| Lesson/MOS exam skills covered | Learning, practice, and assessments |
| --- | --- |
| **Lesson 1: Understanding Word**  Skills:   * Working with Tools * Creating a Document * Saving a Document * Working with Templates * Previewing and Printing a Document | Lesson elements:   * Project: Typing a Business Letter * Project: Printing a Document * Quiz |
| **Lesson 2: Basic Editing**  Skills:   * Changing and Organizing Document Views * Navigating and Searching through a Document * Cutting, Copying, and Pasting Text * Changing Information in the Properties Inspecting Documents | Lesson elements:   * Project: Updating a Document * Project: Editing Text * Quiz |
| **Lesson 3: Character Formatting**  Skills:   * Formatting Characters Manually * Using Format Painter * Formatting Text with Styles * Inserting Text * Formatting Existing Documents in Other File Formats * Removing Text Formatting | Lesson elements:   * Project: Formatting a Letter * Project: Formatting a Flyer * Quiz |
| **Lesson 4: Paragraph Formatting**  Skills:   * Setting Line Spacing in Text and Between Paragraphs * Creating and Formatting a Bulleted List * Creating and Formatting a Numbered List | Lesson elements:   * Project: Formatting an Expense Report * Project: Formatting Paragraphs * Quiz |
| **Lesson 5: Managing Text Flow**  Skills:   * Setting Page Layout * Working with Breaks * Setting Up Columns | Lesson elements:   * Project: Formatting Two-Column Newsletter * Project: Formatting Section Breaks and Column Breaks * Quiz |
| **Lesson 6: Creating Tables**  Skills:   * Creating a Table * Formatting a Table * Managing Tables | Lesson elements:   * Project: Creating and Formatting a Table * Project: Creating and Managing a Table * Quiz |
| **Lesson 7: Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes**  Skills:   * Formatting, Creating, and Customizing a Theme * Formatting a Document Using Style Sets * Formatting a Document’s Background * Applying and Manipulating Text Boxes * Inserting a Special Character | Lesson elements:   * Project: Formatting Background Elements * Project: Creating and Customizing Document Themes * Quiz |
| **Lesson 8: Using Illustrations and Graphics**  Skills:   * Inserting and Formatting Pictures in a Document * Inserting and Formatting Shapes, WordArt, and SmartArt | Lesson elements:   * Project: Inserting and Formatting Pictures * Project: Inserting and Formatting WordArt * Quiz |
| **Lesson 9: Formatting a Research Paper**  Skills:   * Creating Citations * Adding Captions * Inserting Footnotes and Endnotes * Creating a Table of Contents * Inserting a Cover Page * Creating and Modifying Headers or Footers * Creating Bookmarks | Lesson elements:   * Project: Inserting Hyperlinks and Email Addresses * Project: Inserting Captions * Quiz |

# Microsoft Office Specialist exam objective mapping

This curriculum supports students in preparing for MOS exam **77-725: Microsoft Word 2016**. The following table indicates the exam objective(s) addressed in each lesson.

|  |  |  |
| --- | --- | --- |
| Lesson | Objective | Description |
| 1 | 1.1 | Create a document |
|  | 1.4 | Customize Options and Views for Documents |
|  | 1.5 | Print and Save Documents |
| 2 | 1.2 | Navigate through a document |
|  | 1.4 | Customize Options and Views for Documents |
|  | 1.5 | Print and Save Documents |
|  | 2.1 | Insert Text and Paragraphs |
| 3 | 1.1 | Create a document |
|  | 2.2 | Format Text and Paragraphs |
| 4 | 2.2 | Format Text and Paragraphs |
|  | 3.3 | Create and Modify a List |
| 5 | 1.3 | Format a Document |
|  | 2.3 | Order and Group Text and Paragraphs |
| 6 | 3.1 | Create a Table |
|  | 3.2 | Modify a Table |
|  | 5.2 | Format graphic elements |
| 7 | 1.3 | Format a Document |
|  | 2.1 | Insert Text and Paragraphs |
|  | 5.1 | Insert graphic elements |
| 8 | 5.1 | Insert graphic elements |
|  | 5.2 | Format graphic elements |
|  | 5.3 | Insert and Format SmartArt Graphics |
| 9 | 1.2 | Navigate through a document |
|  | 1.3 | Format a Document |
|  | 4.1 | Create and Manage Reference Markers |
|  | 4.2 | Create and Manage Simple References |

# Curriculum standards

This curriculum is designed to support selected Common Career Technical Core standards for Career Technical Education and Common Core State Standards.

The following table indicates the curriculum standard(s) that are addressed in each Lesson. Some standards apply specifically to project leveling and are at the discretion of the instructor.

| Lesson | Common Career Technical Core Standards | Common Core State Standards |
| --- | --- | --- |
| 1 | Information Technology Career Cluster (IT)  IT.6 | CCSS.ELA-Literacy.W.6.2 through W.6.7  CCSS.ELA-Literacy.W.9-10.3 through W.9-10.8  CCSS.ELA-Literacy.RI.6.4  CCSS.ELA-Literacy.RI.6.7 |
| 2 | Information Technology-Web & Digital Communications Career Pathway IT-WD.4  Information Technology-Web & Digital Communications Career Pathway IT-WD.6 | CCSS.ELA-Literacy.W.6.6  CCSS.ELA-Literacy.W.9-10.6  CCSS.ELA-Literacy.RI.6.4  CCSS.ELA-Literacy.RI.6.7  CCSS.ELA-Literacy.RST.9-10.4 |
| 3 |  | CCSS.ELA-Literacy.W.6.2 through W.6.7  CCSS.ELA-Literacy.W.9-10.2e  CCSS.ELA-Literacy.WHST.6-8.10  CCSS.ELA-Literacy.WHST.9-10.10 |
| 4 |  | CCSS.ELA-Literacy.W.6.2e  CCSS.ELA-Literacy.W.6.1a  CCSS.ELA-Literacy.W.6.1b  CCSS.ELA-Literacy.W.6.2a  CCSS.ELA-Literacy.W.9-10.2e  CCSS.ELA-Literacy.W.9-10.1a  CCSS.ELA-Literacy.W.9-10.1b  CCSS.ELA-Literacy.RI.6.1  CCSS.ELA-Literacy.RI.6.4  CCSS.ELA-Literacy.RI.9-10.1  CCSS.ELA-Literacy.RI.9-10.4  CCSS.ELA-Literacy.WHST.6-8.10  CCSS.ELA-Literacy.WHST.9-10.10 |
| 5 |  | CCSS.ELA-Literacy.W.6.4  CCSS.ELA-Literacy.W.6.2e  CCSS.ELA-Literacy.W.9-10.2e  CCSS.ELA-Literacy.WHST.6-8.4  CCSS.ELA-Literacy.WHST.9-10.4 |
| 6 |  | CCSS.ELA-Literacy.W.6.2  CCSS.ELA-Literacy.W.6.2a  CCSS.ELA-Literacy.W.9-10.2a  CCSS.ELA-Literacy.RI.6.7 |
| 7 |  | CCSS.ELA-Literacy.W.6.2e  CCSS.ELA-Literacy.W.6.4  CCSS.ELA-Literacy.W.9-10.2e  CCSS.ELA-Literacy.RI.6.7  CCSS.ELA-Literacy.RST.9-10.4  CCSS.ELA-Literacy.WHST.6-8.4  CCSS.ELA-Literacy.WHST.9-10.4  CCSS.ELA-Literacy.WHST.6-8.2a  CCSS.ELA-Literacy.WHST.6-8.10  CCSS.ELA-Literacy.WHST.9-10.10  CCSS.ELA-Literacy.WHST.9-10.2a |
| 8 |  | CCSS.ELA-Literacy.W.6.2a  CCSS.ELA-Literacy.W.9-10.2a  CCSS.ELA-Literacy.RI.6.7  CCSS.ELA-Literacy.WHST.6-8.2a  CCSS.ELA-Literacy.WHST.9-10.2a |
| 9 |  | CCSS.ELA-Literacy.W.6.4  CCSS.ELA-Literacy.W.6.6  CCSS.ELA-Literacy.W.6.8  CCSS.ELA-Literacy.W.9-10.6  CCSS.ELA-Literacy.W.9-10.8  CCSS.ELA-Literacy.WHST.6-8.4  CCSS.ELA-Literacy.WHST.9-10.4 |
|  |  |  |

|  |
| --- |
| Additional Information and Resources |
| Certification Resources |
| * Learn more about Microsoft Office certifications:   <http://www.microsoft.com/learning/en/us/office-certication.aspx> |
| Curriculum Standard Resources |
| * Learn more about Common Career Technical Core standards for Career Technical Education: <http://www.careertech.org/career-technical-education/cctc> * Learn more about Common Core State Standards: <http://www.corestandards.org> |

Dear Students and Parents,

Please sign and return this portion of the page by **Monday, August 20, 2018**. If you have any questions, please feel free to contact me by email at [frahmp@cossaschools.org](mailto:frahmp@cossaschools.org) and I will promptly respond.

Thank you,

Mrs. Frahm

Mrs. Frahm,

We have read and understand the course syllabus for the Business Applications Word course.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Print) Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Print) Parent/Guardian Signature Date