

Career Technical Education (CTE) Course Outline

Course Title:	Microsoft Office Specialist [MOS]/1: Word (Core/Expert Levels)
Course Number:	75-45-80
Date:	July 2024
Industry Sector:	Business & Finance
Pathway:	Business Management
CBEDS Title:	Business Communications
CBEDS Code:	4623
Credits:	5

Hours:

Total
60

Course Description:

This competency-based course is the first in a sequence of two designed to meet the Microsoft Office Specialist (MOS) certification requirements. It provides students with technical instruction and practical experience in two levels of Word training: core and expert. Instruction includes an introduction, safety and ergonomics, manage documents, insert and format text, paragraphs, and sections, manage tables and lists, create and manage references, insert and format graphic elements, manage document collaboration, manage document options and settings, advanced editing and formatting features, custom document elements, advanced word features, evaluation, and employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:	Enrollment requires successful completion of Microcomputer Applications/5: IC3 Certification Preparation (75-35-92) course.
NOTE:	For Perkins purposes this course has been designated as a capstone course. This course can be repeated once a student receives a Certificate of Completion.
A-G Approval	N/A
Methods of Instruction:	Lecture and discussion, demonstration, individualized instruction, multimedia presentation, critical thinking and listening skills, small group peer teaching
Student Evaluation:	Summative: End of section assessments
Industry Certification:	N/A
Recommended Texts:	Linford, Ben. <u>Microsoft Word 2019 & 365: Comprehensive</u> , Labyrinth Learning, 2019 Vermaat, Misty E. <u>Shelly Cashman Series® Microsoft® Office 365® & Word 2019 Comprehensive, 1st Edition</u> , Cengage Learning, 2020
Link to Resource Folder	https://bit.ly/mos1wordresources

Approved by: Renny L. Neyra, Executive Director

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p>A. INTRODUCTION</p> <p>Identify skills required, equipment and materials used, classroom procedures, and available job opportunities.</p> <p>(2 hours)</p>	<ol style="list-style-type: none"> 1. Describe the scope and purpose of the course. 2. Describe classroom policies and procedures. 3. Describe the importance of prioritizing work. 4. Discuss, identify, research, and compare the different career paths, occupations, employment outlook, career advancements, and its impact on the business and finance industry sector. 5. Discuss the opportunities available for promoting gender equity and the representation of non-traditional populations. 6. Explain and recognize the importance of ethical behavior, responsibility, teamwork, respecting individual and cultural differences, and diversity in the workplace. 7. Describe the duties and job roles as they apply to the Business and Finance industry sector. 	<p>Career Ready Practice: 1, 2, 3, 4, 7, 8, 9, 11</p> <p>CTE Anchor: Academics: 1.0 Communications: 2.1, 2.3, 2.5 Career Planning & Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.7, 3.9 Technology: 4.1, 4.2, 4.3, 4.5, 4.6 Responsibility & Flexibility: 7.3 Ethics & Legal Responsibilities: 8.4 Leadership & Teamwork: 9.3, 9.6</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>B. SAFETY AND ERGONOMICS</p>	<ol style="list-style-type: none"> 1. Identify and explain classroom and workplace first aid and emergency procedures. 2. Discuss, and research the California Occupational Safety and Health Administration 	<p>Career Ready Practice: 1, 2, 4, 5, 6, 8, 10, 11, 12</p>

<p>Review, understand, apply, and demonstrate the principles of workplace safety and ergonomics.</p> <p>(3 hours)</p>	<p>(Cal/OSHA) workplace requirements to make informed decisions.</p> <ol style="list-style-type: none"> 3. Discuss how each of the following ensures a safe workplace to include verbal and nonverbal communication: <ol style="list-style-type: none"> a. employees' rights as they apply to job safety b. employees' obligations as they apply to safety c. safety laws applying to tools and equipment 4. Demonstrate operating a computer safely and in a manner that protects the equipment. 5. Define ergonomics and demonstrate sound ergonomic practices such as: <ol style="list-style-type: none"> a. identify causes, effects, and preventive measures for repetitive strain injuries b. typing technique, posture, and finger placement c. keyboard and monitor angle d. ways to hold and move a mouse without gripping it hard or squeezing it e. list benefits of periodic breaks to stretch and relax f. variety of stretches involving the wrists, neck, and shoulders g. organize and sanitize one's workspace 6. Practice personal safety when lifting, bending, or moving equipment and supplies. 7. Define, discuss, and interpret software copyright laws as they pertain to computers. 8. Explain and sign the LAUSD Responsible Use Policy (RUP). 9. Pass the safety test with 100% accuracy. 	<p>CTE Anchor:</p> <p>Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.5, 2.6</p> <p>Technology: 4.1, 4.2</p> <p>Problem Solving & Critical Thinking: 5.4</p> <p>Health & Safety: 6.2, 6.3, 6.4, 6.5, 6.6, 6.7</p> <p>Ethics & Legal Responsibilities: 8.2, 8.3, 8.4, 8.6, 8.7</p> <p>Technical Knowledge & Skills: 10.1, 10.2</p> <p>Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>C. MANAGE DOCUMENTS</p> <p>Understand, apply, and evaluate how to navigate, format, and manage documents.</p>	<ol style="list-style-type: none"> 1. Navigate within documents to: <ol style="list-style-type: none"> a. search for text b. link to locations within documents c. move to specific locations and objects in documents d. show and hiding formatting symbols and hidden text 2. Format documents to: <ol style="list-style-type: none"> a. set up document pages 	<p>Career Ready Practice: 1, 2, 4, 10</p> <p>CTE Anchor: Academics: 1.0</p>

<p>(4 hours)</p>	<ul style="list-style-type: none"> b. define and apply style sets c. insert and modify headers and footers d. configure page background elements <p>3. Save and share documents to:</p> <ul style="list-style-type: none"> a. save and export documents in alternative file formats b. modify built-in document properties c. modify print settings d. share documents electronically <p>4. Pass an assessment with an 80% score or higher.</p>	<p>Communications: 2.1, 2.3, 2.5</p> <p>Technology: 4.2</p> <p>Technical Knowledge & Skills: 10.1</p> <p>Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>D. INSERT & FORMAT TEXT, PARAGRAPHS, AND SECTIONS</p> <p>Understand, apply, and evaluate how to insert and format text, paragraphs, and configure sections.</p>	<ul style="list-style-type: none"> 1. Insert text to: <ul style="list-style-type: none"> a. find and replace text b. insert symbols and special characters 2. Format text and paragraphs to: <ul style="list-style-type: none"> a. define and differentiate text and paragraph formatting b. apply text effects c. apply formatting by using Format Painter d. set line and paragraph spacing and indentation e. apply built-in character and paragraph styles f. clear formatting 3. Create and configure document sections to: <ul style="list-style-type: none"> a. format text in multiple columns b. insert page, section, and column breaks c. change page setup options for a section 4. Pass an assessment with an 80% score or higher. 	<p>Career Ready Practice: 1, 2, 4, 10</p> <p>CTE Anchor: Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.5</p> <p>Technology: 4.2</p> <p>Technical Knowledge & Skills: 10.1</p> <p>Demonstration & Application: 11.1</p>

<p>(3 hours)</p>		<p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>E. MANAGE TABLES AND LISTS</p> <p>Understand, apply, and evaluate how to manage tables and lists.</p>	<ol style="list-style-type: none"> 1. Create a table and explain how to: <ol style="list-style-type: none"> a. create tables by specifying rows and columns b. convert text to tables c. convert tables to text 2. Modify a table and demonstrate how to: <ol style="list-style-type: none"> a. sort table data b. configure cell margins and spacing c. merge and split cells d. resize tables, rows, and columns e. split tables f. configure a repeating row header 3. Create and modify a list to: <ol style="list-style-type: none"> a. format paragraphs as numbered and bulleted lists b. change bullet characters and number formats c. define custom bullet characters and number formats d. increase and decrease list levels e. start, restart, and continue list numbering 4. Pass an assessment with an 80% score or higher. 	<p>Career Ready Practice: 1, 2, 4, 10</p> <p>CTE Anchor: Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Technical Knowledge & Skills: 10.1 Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>(6 hours)</p>		
<p>F. CREATE AND MANAGE REFERENCES</p> <p>Understand, apply, and evaluate how to create and manage footnotes, endnotes, and table of contents.</p>	<ol style="list-style-type: none"> 1. Create and manage footnotes and endnotes to: <ol style="list-style-type: none"> a. insert footnotes and endnotes b. modify footnote and endnote properties 2. Create and manage tables of contents to: <ol style="list-style-type: none"> a. insert table of contents b. customize tables of contents 3. Pass an assessment with an 80% score or higher. 	<p>Career Ready Practice: 1, 2, 4, 5, 10</p> <p>CTE Anchor: Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology:</p>

<p>(3 hours)</p>		<p>4.2 Problem Solving & Critical Thinking: 5.3 Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>G. INSERT AND FORMAT GRAPHIC ELEMENTS</p> <p>Understand, apply, and evaluate how to insert and format illustrations, text boxes, and manipulate graphic elements.</p>	<ol style="list-style-type: none"> 1. Explain how to insert illustrations and text boxes by inserting: <ol style="list-style-type: none"> a. shapes b. pictures c. 3D models d. SmartArt graphics e. screenshots and screen clippings f. text boxes g. icons 2. Show how to format illustrations and text boxes to: <ol style="list-style-type: none"> a. apply artistic effects b. apply picture effects and picture styles c. remove picture backgrounds d. format graphic elements e. format SmartArt graphics f. format 3D models 3. Add text to graphic elements by adding and modifying: <ol style="list-style-type: none"> a. text in text boxes b. text in shapes c. SmartArt graphic content 4. Modify graphic elements to: <ol style="list-style-type: none"> a. position objects b. wrap text around objects c. add alternative text to objects 5. Pass an assessment with an 80% score or higher. 	<p>Career Ready Practice: 1, 2, 4, 5, 10</p> <p>CTE Anchor: Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Problem Solving & Critical Thinking: 5.1, 5.3 Technical Knowledge & Skills: 10.1 Demonstration & Application: 11.1</p>

(6 hours)		CTE Pathway: A7.1, A7.2, A7.4
<p>H. MANAGE DOCUMENT COLLABORATION</p> <p>Understand, apply, and evaluate how to manage comments and track changes.</p>	<ol style="list-style-type: none"> 1. Add and manage comments to: <ol style="list-style-type: none"> a. add comments b. review and reply to comments c. resolve and delete comments 2. Show how to manage change tracking to: <ol style="list-style-type: none"> a. track changes b. review tracked changes c. accept and rejecting tracked changes d. lock and unlock change tracking 3. Pass an assessment with an 80% score or higher. 	<p>Career Ready Practice: 1, 2, 4, 5, 10</p> <p>CTE Anchor: Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2, 4.3 Problem Solving & Critical Thinking: 5.3 Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
(3 hours)	<ol style="list-style-type: none"> 1. Manage documents and templates to: <ol style="list-style-type: none"> a. modify existing document templates b. manage document versions c. compare and combine multiple documents d. link to external document content e. enable macros in a document f. manage the Quick Access toolbar g. display hidden ribbon tabs h. change the Normal template default font 2. Prepare documents for collaboration to: <ol style="list-style-type: none"> a. restrict editing b. protect documents by using passwords 	<p>Career Ready Practice: 1, 2, 4, 5</p> <p>CTE Anchor: Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology:</p>

<p>(4 hours)</p>	<ol style="list-style-type: none"> 3. Use and configure language options to: <ol style="list-style-type: none"> a. configure editing and displaying languages b. use language specific features 4. Pass an assessment with an 80% score or higher. 	<p>4.2, 4.3 Problem Solving & Critical Thinking: 5.1, 5.3</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>J. ADVANCED EDITING AND FORMATTING FEATURES</p> <p>Understand, apply, and evaluate how to manage advanced editing and formatting features.</p> <p>(6 hours)</p>	<ol style="list-style-type: none"> 1. Find, replace, and paste document content to: <ol style="list-style-type: none"> a. find and replace text by using wildcards and special characters b. find and replace formatting and styles c. apply paste options 2. Configure paragraph layout options to: <ol style="list-style-type: none"> a. configure hyphenation and line numbers b. set paragraph pagination options 3. Create, format, and manage paragraph, character, and table styles to: <ol style="list-style-type: none"> a. create styles b. modify styles c. copy styles to other documents or templates 4. Pass an assessment with an 80% score or higher. 	<p>Career Ready Practice: 1, 2, 4, 10</p> <p>CTE Anchor: Academics: 1.0 Communications: 2.1, 2.3, 2.4, 2.5 Technology: 4.2 Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>K. CUSTOM DOCUMENT ELEMENTS</p> <p>Understand, apply, and evaluate how to create custom documents and design elements.</p>	<ol style="list-style-type: none"> 1. Define, create, and modify building blocks to: <ol style="list-style-type: none"> a. create QuickParts b. manage building blocks 2. Create custom design elements by creating custom: <ol style="list-style-type: none"> a. color sets b. font sets c. themes d. style sets 3. Create and manage indexes to: 	<p>Career Ready Practice: 1, 2, 4, 5, 10</p> <p>CTE Anchor: Academics: 1.0 Communications:</p>

<p>(6 hours)</p>	<ul style="list-style-type: none"> a. mark index entries b. create indexes c. update indexes <p>4. Create and manage tables of figures to:</p> <ul style="list-style-type: none"> a. insert figure and table captions b. configure caption properties c. insert and modify a table of figures <p>5. Create and manage bibliographies to:</p> <ul style="list-style-type: none"> a. create and modify bibliography citation sources b. insert citations for bibliographies c. insert bibliographies <p>6. Pass an assessment with an 80% score or higher.</p>	<p>2.1, 2.3, 2.5</p> <p>Technology: 4.2</p> <p>Problem Solving & Critical Thinking: 5.1, 5.3</p> <p>Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>
<p>L. ADVANCED WORD FEATURES</p> <p>Understand, apply, and evaluate how to manage advanced word features.</p> <p>(8 hours)</p>	<ul style="list-style-type: none"> 1. Manage forms, fields, and controls to: <ul style="list-style-type: none"> a. add custom fields b. modify field properties c. insert standard content controls d. configure standard content controls 2. Create and modify macros to: <ul style="list-style-type: none"> a. record simple macros b. name simple macros c. edit simple macros d. copy macros to other documents or templates 3. Perform mail merge to: <ul style="list-style-type: none"> a. manage recipient lists b. insert merged fields c. preview merge results d. create merged documents, labels, and envelopes 4. Pass an assessment with an 80% score or higher. 	<p>Career Ready Practice: 1, 2, 4, 5, 10</p> <p>CTE Anchor:</p> <p>Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.4, 2.5</p> <p>Technology: 4.2</p> <p>Problem Solving & Critical Thinking: 5.3</p> <p>Demonstration & Application: 11.1</p> <p>CTE Pathway: A7.1, A7.2, A7.4</p>

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