

## I-BEST CURRICULUM REVISION

Course: AOS 105: Word Processing I

Qtr/Yr Fall 2008

Prof/Tech Instr Sparrowk

Basic Skills Instr McClurken

Week	Course Content	Basic Skills Component
1	<p>Unit A: Creating Documents with Word 2007</p> <ol style="list-style-type: none"> <li>1. Starting a Document</li> <li>2. Saving a Document</li> <li>3. Creating a Document using a Template</li> <li>4. Basic skills assignment</li> </ol>	<p>Discussion Board 1:</p> <p style="text-align: center;">Class Introductions</p> <p>Activity: Online Typing Test</p>
2	<p>Unit B: Using Editing Documents</p> <ol style="list-style-type: none"> <li>1. Cutting and Pasting Text</li> <li>2. Copying and Pasting Text</li> <li>3. Finding and Replacing Text</li> <li>4. Checking Spelling and Grammar</li> <li>5. Researching Information</li> <li>6. Adding Hyperlinks</li> <li>7. Preparing a Document for Distribution</li> <li>8. Basic skills assignment</li> </ol>	<p>Locate Reference Sources Online (part 1)</p> <ol style="list-style-type: none"> <li>1. Locate online references</li> <li>2. Provide definitions, synonyms, and antonyms for list of words</li> </ol>
3	<p>Unit C: Formatting Text and Paragraphs</p> <ol style="list-style-type: none"> <li>1. Formatting with Fonts</li> <li>2. Using the Format Painter</li> <li>3. Formatting with Quick Styles</li> <li>4. Formatting with Themes</li> <li>5. Adding Borders and Shading</li> <li>6. Adding Footnotes and Endnotes</li> <li>7. Basic skills assignment</li> </ol>	<p>Locate Reference Sources Online (part 2)</p> <ol style="list-style-type: none"> <li>3. Share 2 references on discussion board</li> </ol>
4	<p>Unit D: Formatting Documents</p> <ol style="list-style-type: none"> <li>1. Setting Margins</li> <li>2. Sections</li> <li>3. Page Breaks</li> <li>4. Columns</li> <li>5. Page Numbers</li> <li>6. Headers and Footers</li> <li>7. Basic skills assignment</li> </ol>	<p>Discussion Board 2:</p> <p>Choose the menu of a local restaurant</p> <p>Format the menu:</p> <ol style="list-style-type: none"> <li>1. Format text using two fonts</li> <li>2. Apply theme colors</li> <li>3. Add border</li> </ol> <p>Share local menus on discussion board</p>
5	<p>Mid-Term Project</p>	<p>Case Study with Real-life applications and review of content in Units A-D</p>
6	<p>Unit E: Creating and Formatting Tables</p> <ol style="list-style-type: none"> <li>1. Tables</li> <li>2. Modifying Tables</li> </ol>	<p>Discussion Board 3</p> <p>Create a study/homework calendar</p>

<b>Week</b>	<b>Course Content</b>	<b>Basic Skills Component</b>
	3. Formatting Tables 4. Performing Calculations in Tables 5. Basic Skills Assignment	1. Format using a table 2. Add graphics and color theme 3. Include personal significant dates
7	<b>Unit F: Illustrating Documents with Graphics</b> 1. Graphics 2. Text Boxes 3. WordArt 4. Shapes 5. Charts 6. Basic skills assignment	<b>Create an environmentally-conscience flyer (specific topic choices given)</b> 1. Locate appropriate graphic 2. Apply WordArt to title 3. Add shape with text
8	<b>Unit G: Working with Themes and Building Blocks</b> 1. Quick Styles 2. Themes 3. Quick Parts 4. Themes 5. Building Blocks 6. Basic skills assignment	<b>Discussion Board 4</b> <b>Create a Cover Page for a specific report</b> 1. Use cover page design 2. Locate graphic 3. Apply theme formatting 4. Students share cover sheet designs
9	<b>Unit H: Merging Documents</b> 1. Main Document 2. Data Source 3. Merged Document 4. Labels 5. Sorting and Filtering 6. Basic skill assignment	<b>Create a customized mail merge</b> 1. Create a scenario for sending a correspondence to a group of people of student's choosing (baseball team, birthday party, family reunion) 2. Create a database 3. Create a main document: letter, label, envelope, email, or directory 4. Merge the database with the main document
10	<b>Final Cumulative Project</b>	<b>Case Study with Real-life applications and review of content in all units</b>

### **Possible topics/improvements for next year:**

- Develop 4 more interactive topics for Discussion Board. Set reply/interaction requirements.
- Add additional Basic Skills activities that apply course content to personal projects.

### **Team Teacher planning:**

- Develop real-world case studies that incorporate skills learned—at both mid-quarter and final.
- Add basic skills assignments to each chapter assignment to reinforce basic skills associated with chapter content.