

CIS 65.11 Course Outline as of Spring 2008**CATALOG INFORMATION**

Dept and Nbr: CIS 65.11 Title: MICROSOFT WORD

Full Title: Microsoft Word

Last Reviewed: 4/28/1997

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	3.50		Contact DHR	61.25
		Contact Total	5.50		Contact Total	96.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 166.25

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

A full semester course introducing Microsoft Word on both the Macintosh and Windows platform. Beginning skills include creating, editing and formatting a simple document. Intermediate formatting includes tabs and indents, style sheets, line drawing, and multiple columns. Other topics include mail merging, tables, templates and graphics.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 and completion of CIS 101A or CIS 5 (formerly BDP 5, BDP 51) or CIS 81.5 with a grade of "C" or better.

Limits on Enrollment:**Schedule of Classes Information:**

Description: Introduction to Microsoft Word. Beginning skills include creating, editing and formatting a simple document. Intermediate formatting includes tabs and indents, style sheets, line drawing, and multiple columns. Other topics include mail merging, tables, templates and graphics. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 and completion of CIS 101A or CIS 5 (formerly BDP 5, BDP 51) or CIS 81.5 with a grade of "C" or better.

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Students will:

1. Create and edit simple documents.
2. Format documents, including different fonts, margin indentation, and tabs.
3. Create a brochure with line drawing and graphics
4. Produce a simple newsletter with multiple columns
5. Use style sheets and Auto Text for efficient production of documents
6. Produce form letters with mail merging
7. Create and format simple tables

Topics and Scope:

1. Creating, printing and saving a simple document
2. Editing text: adding, deleting and replacing characters
3. Using the spelling checker, thesaurus and hyphenation
4. Using the clipboard
5. Working in different document views: normal, page layout, full screen print preview
6. Formatting characters: font, character styles, changing case and inserting symbols
7. Formatting paragraphs: setting tabs, hanging indents, borders and shading, line and paragraph spacing
8. Formatting pages and sections: margins, header/footers, page numbers, multiple columns
9. Creating simple lists with bullets and numbers

10. Finding and changing text
11. Using Auto Text and Auto Correct
12. Creating and formatting simple tables
13. Performing simple calculations and sorting
14. Introduction to mail merging: interactive and with data files
15. Using style sheets
16. Using Word's drawing tools
17. An introduction to importing and framing graphics
18. Demonstration of other Word features: Outling, WordArt and Chart

Assignment:

1. Read approx. 25 pages per week from text
2. Discussion topics in classs
3. Individual hands-on exercises

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Lab reports, Quizzes, Exams

Problem solving
20 - 60%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Field work, Performance exams

Skill Demonstrations
10 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, SHORT ANSWER

Exams
30 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

Using Word Version6 for Windows/Macintosh, special Edition. 1994.