

CS 160.11B Course Outline as of Spring 2011**CATALOG INFORMATION**

Dept and Nbr: CS 160.11B Title: MS WORD LEVEL 2

Full Title: Intro to MS Word for Win, Level 2, for Office Professionals

Last Reviewed: 2/28/2000

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	8.00	2	Lecture Scheduled	16.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	16.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 34 - 4 Enrollments Total

Also Listed As:

Formerly: BOT 162.1B

Catalog Description:

Students will use templates; create letters, envelopes, and labels; use styles, outlines, headers and footers; create and format tables; work with columns; and use graphic elements in documents. (Formerly BOT 86.20A).

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of CS 160.11A (or BOT 162.1A)

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

Description: Students will use templates; create letters, envelopes, and labels; use styles, outlines, headers and footers; create and format tables; work with columns; and use graphic elements in documents. (Formerly BOT 86.20A) (P/NP Only)

Prerequisites/Corequisites:

Recommended: Course Completion of CS 160.11A (or BOT 162.1A)

Limits on Enrollment:

Transfer Credit:
Repeatability: 4 Enrollments Total

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:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Students will be able to:

1. Use existing templates and create new ones.
2. Create letters, envelopes, and labels.
3. Apply, define, and modify styles.
4. Use outlines by collapsing and expanding outlines; edit documents in outline view.
5. Create headers and footers; create alternating headers and footers; work with page numbering variations.
6. Create tables and enter text into table cells; perform mathematical calculations on table data.
7. Format tables by changing columns and rows, using borders and shading, and using Table AutoFormat.
8. Work with columns by inserting section breaks, editing text, and formatting.
9. Insert graphic elements into documents by using Bitmap pictures, ClipArt pictures, WordArt, borders and shading, and watermarks.

Topics and Scope:

1. Reviewing Word Level 1
2. Using Templates
 - A. Using existing templates
 - B. Creating templates
 - C. Deleting templates
3. Creating Letters, Envelopes, and Labels
4. Using Styles
 - A. Applying styles
 - B. Defining styles
 - C. Modifying styles

- D. Deleting styles
- 5. Using Outlines
 - A. Creating outlines
 - B. Collapsing and expanding outlines
 - C. Formatting documents in outline view: modifying heading styles and numbering headings automatically
 - D. Editing documents in outline view
- 6. Using Headers and Footers
 - A. Creating headers and footers
 - B. Creating first page headers and footers
 - C. Alternating headers and footers
 - D. Work with page numbering
- 7. Creating and Using Tables
 - A. Creating tables: inserting tables and drawing tables.
 - B. Entering text into table cells
 - C. Performing calculations on table data
 - D. Moving tables
- 8. Formatting Tables
 - A. Changing column widths and row heights
 - B. Formatting table text
 - C. Using borders and shading with tables
 - D. Using Table AutoFormat
- 9. Working with Columns
 - A. Inserting section breaks
 - B. Formatting sections as multiple columns
 - C. Entering and editing text in columns
 - D. Formatting columns
 - E. Removing columns and section breaks
- 10. Using Graphic Elements in Documents
 - A. Creating and modifying lines and objects
 - B. Using Bitmap pictures in documents
 - C. Using ClipArt pictures in documents
 - D. Using WordArt
 - E. Creating watermarks
 - F. Using borders and shading

Assignment:

Completion of exercises and drills.

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.

Application problems

Problem solving
20 - 50%

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

Software functions

Skill Demonstrations
10 - 70%

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

Multiple choice, True/false

Exams
5 - 20%

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

Attendance, class participation, staying on task.

Other Category
5 - 30%

Representative Textbooks and Materials:

Word: Module II, ComputerPrep, 1998