CS 60.1A Course Outline as of Fall 2025

CATALOG INFORMATION

Dept and Nbr: CS 60.1A   Title: MS WORD, PART 1
Full Title: Microsoft Word, Part 1
Last Reviewed: 3/27/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled		26.25
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled		0
		Contact DHR	0		Contact DHR		0
		Contact Total	1.50		Contact Total		26.25
		Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 52.50   Total Student Learning Hours: 78.75

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: CS 60.11A

Catalog Description:
In this course, students will learn to create and format Microsoft Word documents. Features include character, paragraph, and page formatting; proofreading tools; tables; bulleted and numbered lists; page numbering; graphics; and managing files.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course, students will learn to create and format Microsoft Word documents. Features include character, paragraph, and page formatting; proofreading tools; tables; bulleted and numbered lists; page numbering; graphics; and managing files. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit: CSU;
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:	Transferable	Effective:	Fall 2000	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Utilize a variety of word processing features and functions to create an array of business documents using MS Word.
2. Compose documents with a quality acceptable to professional office standards.

Objectives:
At the conclusion of this course, the student should be able to:
1. Create and manage documents
2. Format text, paragraphs, and sections
3. Create tables and lists
4. Apply references
5. Insert and format objects

Topics and Scope:

I. Create and manage documents
    A. Create a document
    B. Navigate through a document
    C. Format a document using themes and styles
    D. Insert headers, footer, and page numbers
    E. Customize options and views for documents
    F. Configure documents to print or save
II. Format text, paragraphs, and sections
    A. Insert text and paragraphs
    B. Format text and paragraphs
    C. Create multiple columns, sections, and page breaks
III. Create tables and lists
    A. Create a table
    B. Modify and format a table

    C. Manage table properties, layout, and design
    D. Create, modify, and customize lists
IV. Apply references
    A. Create endnotes, footnotes, and citations
    B. Create captions
V. Insert and format objects
    A. Insert and format building blocks
    B. Insert and format shapes and SmartArt
    C. Insert and format images

Assignment:

1. Reading approximately 40-50 pages per week
2. Completion of weekly assignments, textbook exercises, and/or homework.
3. Final project to demonstrate skills presented in class.
4. Quizzes and tests (5-15).
5. Attendance, participation, and disscussions in classroom and/or online environment.

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.

	Writing 0 - 0%
None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.	

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

	Problem solving 20 - 70%
Weekly assignments, textbook exercises, and/or homework	

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

	Skill Demonstrations 10 - 50%
Final project	

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

	Exams 5 - 20%
Quizzes and tests	

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

	Other Category 5 - 20%
Attendance, participation, discussions	

Representative Textbooks and Materials:

Illustrated Microsoft Office 365 and Word 2021 Comprehensive. 1st ed. Duffy, Jennifer and Cram, Carol. Cengage Learning. 2022.