

CS 60.11A Course Outline as of Fall 2024**CATALOG INFORMATION**

Dept and Nbr: CS 60.11A 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: BOT 73.12A

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 discussions 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.

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.

Writing
0 - 0%

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

Weekly assignments, textbook exercises, and/or homework

Problem solving
20 - 70%

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

Final project

Skill Demonstrations
10 - 50%

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

Quizzes and tests

Exams
5 - 20%

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

Attendance, participation, discussions

Other Category
5 - 20%

Representative Textbooks and Materials:

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