CS 60.11A Course Outline as of Spring 2010

CATALOG INFORMATION

Dept and Nbr: CS 60.11A Title: MS WORD, CORE
Full Title: Microsoft Word, Core
Last Reviewed: 3/27/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	6	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 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:
The course emphasizes preparation of accurately formatted Microsoft Word documents and flyers. Features include character, paragraph and page formatting; proofreading tools; tables; bulleted and numbered lists; page numbering; graphics; and managing files.

Prerequisites/Corequisites:

Recommended Preparation:
Completion of BOT 50A or knowledge of the keyboard and ability to type by touch. Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: The course emphasizes preparation of accurately formatted Microsoft Word documents and flyers. 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: Completion of BOT 50A or knowledge of the keyboard and ability to type by touch. Eligibility for ENGL 100 or ESL 100.
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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Design and create business documents
2. Generate, format, reorganize, and align text
3. Restructure paragraph formatting
4. Create tab setting options
5. Produce variations of numbered and bulleted lists
6. Edit text
7. Compose using proofreading tools
8. Design, create, and modify tables
9. Determine appropriate graphic images and modify to surroundings
10. Manage files

Topics and Scope:

1. Designing and creating business documents
   A. Differentiating among business letter styles and creating letters
   B. Designing formats and creating business memorandums
   C. Creating, formatting, and editing data and text tables
   D. Planning, formatting, creating, and editing business reports
   E. Designing and formatting flyers and newsletters
   F. Formatting a basic research paper including footnotes, endnotes, captions, headers, and footers.
2. Managing text
   A. Selecting, deleting, copying, inserting, and moving text
   B. Managing the Clipboard
   C. Adding bullets and numbering

D. Using Undo, Redo, and Repeat
E. Inserting and overtyping text
F. Inserting and formatting date, time, and symbols

3. Formatting text
A. Applying font styles
B. Using underline options
C. Adjusting character spacing
D. Copying formats using the Format Painter

4. Reorganizing and aligning text
A. Hyphenating manually and automatically
B. Aligning text using the toolbar and dialog box
C. Setting margins
D. Inserting page breaks and page numbers
E. Setting line spacing options

5. Restructuring paragraph formatting and creating tab setting options
A. Changing default tab stops and creating custom tabs
B. Setting and modifying tabs using the ruler and dialog box

6. Creating numbered and bulleted lists
A. Applying a variety of numbered and bullet styles to lists
B. Customizing bullet and number styles

7. Editing text
A. Finding and replacing text
B. Navigating documents
C. Constructing and using AutoCorrect and AutoText entries

8. Composing with proofreading tools
A. Correcting spelling errors using automatic Spell Check
B. Analyzing grammatical errors using Grammar Check
C. Replacing words using the Thesaurus

9. Designing, creating, and modifying tables
A. Creating, formatting, and revising tables
B. Adding and removing borders and shading
C. Modifying table structure
D. Moving and copying text, rows, and columns

10. Inserting and modifying graphic images
A. Selecting appropriate existing graphic images
B. Designing flyers using graphics and page borders
C. Formatting and aligning text to enhance design

11. Managing files
A. Opening and saving documents
B. Using Save As command
C. Creating folders
D. Printing documents, envelopes, and labels

Assignment:

1. Completion of exercises and drills.
2. Submission of assignments to an online drop box.
3. Final project uploaded online to demonstrate skills presented in class.
4. Multiple choice or completion of online quizzes or tests.
5. Attendance and participation 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.

Application problems	Problem solving 20 - 50%

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

Software functions & formatting	Skill Demonstrations 40 - 50%

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 and participation	Other Category 0 - 10%

Representative Textbooks and Materials:
Microsoft Office Word 2007: Comprehensive Course, by Jill Murphy and Russel Stolins, Labyrinth Publications, 2007.