CS 160.11D Course Outline as of Fall 2009

CATALOG INFORMATION

Dept and Nbr: CS 160.11D   Title: MS WORD LEVEL 4
Full Title: Intro to MS Word for Win, Level 4, 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 162.1D

Catalog Description:
Students will customize default settings and use various toolbars in Word; import worksheets; use charts; create Tables of Figures, footnotes, endnotes, Indexes, and Tables of Contents; use hyperlinks for bookmarks and cross-references; and work with master documents. (Formerly BOT 86.20C).

Prerequisites/Corequisites:

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

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will customize default settings and use various toolbars in Word; import worksheets; use charts; create Tables of Figures, footnotes, endnotes, Indexes, and Tables of Contents; use hyperlinks for bookmarks and cross-references; and work with master documents.(Formerly BOT 86.20C) (P/NP Only)
Prerequisites/Corequisites:

Recommended: Course Completion of CS 160.11C (or BOT 162.1C)
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:
The student will:
1. Modify default settings and work with various toolbars in Word.
2. Create and modify worksheets and insert existing worksheets.
3. Create and modify charts and import data into them.
4. Work with Tables of Figures by adding captions and updating information.
5. Create, edit, customize, and delete footnotes and endnotes.
6. Use bookmarks and cross-references to create hyperlinks.
7. Create indexes by marking entries, creating cross-references, compiling, and updating indexes.
8. Compile and update Tables of Contents.
9. Create master documents using cross-references, indexes, and tables of contents.
10. Share documents by marking for review, protecting, and using document summaries.

Topics and Scope:

1. Customizing the Workspace
   A. Modify default settings
   B. Work with toolbars by customizing, creating, and deleting toolbars
2. Using Worksheets in Documents
   A. Create and modify worksheets
   B. Insert existing worksheets into documents
3. Using Charts in Documents
   A. Create and modify charts

   B. Import data into existing charts

4. Creating Tables of Figures
   A. Add captions to figures
   B. Add Table of Figures to document
   C. Update Table of Figures

5. Using Footnotes and Endnotes
   A. Create and edit footnotes and endnotes
   B. Customize and delete footnotes and endnotes

6. Using Hyperlinks
   A. Create bookmarks and insert hyperlinks
   B. Create and update cross references
   C. Remove hyperlinks

7. Creating Indexes
   A. Mark Index entries
   B. Create Index cross-references
   C. Format and compile indexes
   D. Update indexes

8. Creating Tables of Contents
   A. Compile and update Tables of Contents

9. Using Master Documents
   A. Insert, rearrange, and open subdocuments with a master document
   B. Create master document cross-references
   C. Compile master document Indexes and Tables of Contents

10. Sharing Documents
   A. Mark documents for review by inserting comments, highlighting text, and tracking changes.
   B. Protect documents
   C. Use document summaries

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 20 - 75%

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

None

Exams 0 - 0%

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, Working With Long Documents, ComputerPrep, 1998