CS 160.11A Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 160.11A Title: MS WORD, INTRODUCTION
Full Title: Microsoft Word, Introduction
Last Reviewed: 10/25/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	0.50		Contact Total	8.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50 Total Student Learning Hours: 26.25

Title 5 Category:	AA Degree Applicable
Grading:	P/NP Only
Repeatability:	34 - 4 Enrollments Total
Also Listed As:	
Formerly:	BOT 162.1A

Catalog Description:
This course emphasizes basic Microsoft Word skills to familiarize students with the following: open, create, edit, print and save documents; move and copy text, use automatic text features, enhance the appearance of documents by formatting text, paragraphs and documents; use proofing tools.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course emphasizes basic Microsoft Word skills to familiarize students with the following: open, create, edit, print and save documents; move and copy text, use automatic text features, enhance the appearance of documents by formatting text, paragraphs and documents; use proofing tools. (P/NP Only)
Prerequisites/Corequisites:

Recommended:
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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, students will be able to:
1. Start Word, open and view documents and exit Word.
2. Create and save documents.
3. Preview and print documents.
4. Select, move and copy text.
5. Use automatic text features.
6. Format text, paragraphs and documents.
7. Find and replace text.
8. Use proofing tools to review documents.
9. Repeating students will receive information on newest version of software.

Topics and Scope:

1. Getting Started with Word
   a) Open an existing document
   b) Close documents
   c) Use the Microsoft help feature
   d) Exit Word
2. Create, Save and Print Documents
   a) Create documents from new
   b) Save Word documents
   c) Preview and print documents
3. Edit Documents
   a) Navigate through a multi-page document
   b) Use undo and redo
   c) Select, move and copy text
4. Format Text

a) Use text formatting features
b) Use AutoFormat as you type
c) Format text with the format painter
d) Apply text fonts, styles and sizes
e) Find and replace text

5. Format Paragraphs
   a) Set page margins
   b) Change line spacing and paragraph spacing
   c) Set tabs and indents
6. Format Documents
   a) Add headers and footers to documents
   b) Insert and remove page breaks
   c) Display and hide non-printing characters
7. Use Proofing Tools
   a) Check spelling and grammar
   b) Review spelling options
   c) Use the Thesaurus
8. New software features with latest version are presented to repeating student

Assignment:

1. Completion of word processing exercises and drills.
2. One exam.
3. Solving of Microsoft Word processing application problems.

Repeating students will be expected to use newest features of latest software version.

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 - 40%

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

Microsoft Word processing application exercises	Skill Demonstrations 50 - 70%

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

Exams: multiple choice, true/false, matching items	Exams 5 - 20%

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

Attendance, class participation	Other Category 5 - 25%

Representative Textbooks and Materials:
Word 2007: Basic, ComputerPrep by Course Technology, 2008.