

**CS 60.11A Course Outline as of Summer 2017****CATALOG INFORMATION**

Dept and Nbr: CS 60.11A Title: MS WORD, PART 1

Full Title: Microsoft Word, Part 1

Last Reviewed: 1/25/2016

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:**

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 BGN 101 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 BGN 101 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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 2000	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of the course, students will be able to:

1. Create an array of business documents using MS Word.
2. Utilize a variety of word processing features and functions.
3. Compose documents with a quality acceptable to professional office standards.

**Objectives:**

Upon completion of the course, students will 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. Order and group text and paragraphs

- D. Creating 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. Completion of assignments, textbook exercises, and/or homework.
2. Final project to demonstrate skills presented in class.
3. 5-15 quizzes and final exam
4. Attendance and participation in classroom and/or online environment.
5. Reading approximately 40-50 pages per week.

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

Assignments, textbook exercises and homework	Problem solving 20 - 70%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

final project	Skill Demonstrations 10 - 50%
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**Exams:** All forms of formal testing, other than skill performance exams.

5-15 quizzes and Final exam	Exams 5 - 20%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
0 - 20%

**Representative Textbooks and Materials:**

1. Microsoft Word 2013: Comprehensive. Murphy, Jill. Labyrinth Learning: 2014
2. Microsoft Word 2010: Comprehensive. Mardar, Judy. Labyrinth Learning: 2011