

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: 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:

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:

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

Approval and Dates

Version:	07	Course Created/Approved:	2/28/2000
Version Created:	11/8/2016	Course Last Modified:	8/17/2024
Submitter:	Abe Farkas	Course last full review:	3/27/2023
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	3/27/2023
Version Status Date:	11/28/2016	Semester Last Taught:	Summer 2024
Version Term Effective:	Summer 2017	Term Inactive:	Fall 2024

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should 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%

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%

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.

5-15 quizzes and Final exam

Exams
5 - 20%

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

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	E	Requires English Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	U	User-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

BASIC INFORMATION, HOURS/UNITS & REPEATABILITY

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	99	Credit by Exam
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Both Certificate and Major Applicable
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

SCHEDULING

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	Y	Credit by examination allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

OTHER CODES

Discipline:	Office Technologies	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed is CVU/CVC Developed
Distance Ed Approved:	Y	Either online or hybrid, as determined by instructor
Emergency Distance Ed Approved:	Y	Fully Online Partially Online Online with flexible in-person activities
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0514.00	Office Technology/Office Computer Applic
Work-based learning:	N	Does Not Include Work-Based Learning

DSPS course:

N

Not a DSPS Course

In-service:

N

Not an in-Service Course