BGN 53.01 Course Outline as of Fall 2005

CATALOG INFORMATION

 Dept and Nbr: BGN 53.01   Title: MICROSOFT WORD/MAC
Full Title: Self-Paced Microsoft Word on the Macintosh
Last Reviewed: 3/14/1990

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50		Lab Scheduled	1.50	2	Lab Scheduled	26.25
			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: 0.00   Total Student Learning Hours: 26.25

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:

Catalog Description:
For the general student, individualized instruction on the Macintosh in formatting/editing papers and reports using Microsoft Word. Open-entry/open-exit course that allows students to work at their own pace. Student must meet with instructor one assigned hour each week. Additional work completed during open lab hours. Takes approximately 24 hours to complete.

Prerequisites/Corequisites:

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

Limits on Enrollment:

Schedule of Classes Information:
Description: (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100, knowledge of the keyboard and ability to type by touch.
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: Spring 1990	Inactive:	Spring 2011
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The students will:
1. Prepare papers/reports using a variety fo margins, spacing, tabs, and centering techniques.
2. Format documents according to selection of text, font types, and font sizes.
3. Prepare papers using different techniques of editing.
4. Use page numbering and footnote techniques.
5. Prepare finished reports and papers from handwritten copy.

Topics and Scope:

Course is designed for students who have developed touch typing and keyboarding skills and who desire a "survival" level of proficiency in Microsoft Word on the Macintosh personal computer.

Assignment:

1. Written quizzes.
2. Basic formatting of papers.
3. Document preparation and printing.

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.

None

Problem solving
0 - 0%

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

Class performances, Performance exams

Skill Demonstrations
40 - 70%

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

Multiple choice, True/false, Matching items

Exams
0 - 30%

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

ATTENDANCE

Other Category
10 - 30%

Representative Textbooks and Materials:
Instructor prepared handbook providing orientation to Microsoft Word software program.