

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

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