**CS 60.11A Course Outline as of Spring 2011**

# 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

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|---|---|
| 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 BOT 50A) 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 BOT 50A) 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:

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|---|---|---|---|---|---|
| **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

**Outcomes and Objectives:**
Upon completion of the course, students will be able to:
1. Design, create, and edit business documents
2. Format text and paragraphs
3. Format lists using the numbering and bullets features
4. Compose using proofreading tools
5. Design, create, and modify tables
6. Determine appropriate graphic images and modify to surroundings
7. Manage files
8. Develop a basic research document

**Topics and Scope:**

1. Designing and creating business documents
   A. Differentiating among business letter styles and creating letters
   B. Designing formats and creating business memorandums
   C. Creating, formatting, and editing data and text tables
   D. Planning, formatting, creating, and editing business reports
   E. Designing and formatting flyers and newsletters
   F. Formatting a basic research paper
2. Managing text
   A. Selecting, deleting, copying, inserting, and moving text
   B. Managing the Clipboard
   C. Adding bullets and numbering
   D. Using Undo, Redo, and Repeat
   E. Inserting and overtyping text
   F. Inserting and formatting date, time, and symbols

3. Formatting text
   A. Applying font attributes
   B. Copying formats using the Format Painter
4. Formatting paragraphs
   A. Aligning text using the toolbar and dialog box
   B. Setting line spacing options
   C. Creating tab setting options
   D. Changing default tab stops and creating custom tabs
   E. Setting and modifying tabs using the ruler and dialog box
   F. Creating, applying, and customizing numbered and bulleted lists
5. Formatting pages
   A. Setting margins
   B. Adding headers and footers
   C. Inserting page breaks
   D. Creating watermarks
   E. Creating columns with manual and automatic hyphenation
   F. Inserting footnotes and endnotes
   G. Adding a bibliography
   H. Changing page orientation
6. Editing text
   A. Finding and replacing text
   B. Constructing and using AutoCorrect and AutoText entries
   C. Correcting spelling errors using automatic Spell Check
   D. Analyzing grammatical errors using Grammar Check
   E. Replacing words using the Thesaurus
7. Designing, creating, and modifying tables
   A. Creating, formatting, and revising tables
   B. Modifying table structure
   C. Moving and copying text, rows, and columns
   D. Adding and removing borders and shading
8. Inserting and modifying graphic images
   A. Selecting appropriate existing graphic images
   B. Designing flyers using graphics and page borders
   C. Formatting and aligning text to enhance design
9. Managing files
   A. Opening and saving documents
   B. Using Save As command
   C. Creating folders
   D. Printing documents, envelopes, and labels

**Assignment:**

1. Completion of exercises and drills
2. Submission of assignments to an online drop box
3. Final project uploaded online to demonstrate skills presented in class
4. Multiple choice or completion of online quizzes or tests
5. Attendance and participation in classroom and/or online environment

**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.

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| 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<br>0 - 0% |

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

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| Application problems | Problem solving<br>20 - 50% |

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

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| Software functions and formatting | Skill Demonstrations<br>40 - 50% |

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

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| Multiple choice, true/false | Exams<br>5 - 20% |

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

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|---|---|
| Attendance and participation | Other Category<br>0 - 10% |

**Representative Textbooks and Materials:**
Microsoft Office Word 2007:  Comprehensive Course, by Jill Murphy and Russel Stolins, Labyrinth Publications, 2007.