CS 160.11A Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 160.11A Title: MS WORD, INTRODUCTION Full Title: Microsoft Word, Introduction Last Reviewed: 10/25/2010

Units		Course Hours per Week	l	Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	0.50		Contact Total	8.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 26.25

Title 5 Category:	AA Degree Applicable
Grading:	P/NP Only
Repeatability:	34 - 4 Enrollments Total
Also Listed As:	
Formerly:	BOT 162.1A

Catalog Description:

This course emphasizes basic Microsoft Word skills to familiarize students with the following: open, create, edit, print and save documents; move and copy text, use automatic text features, enhance the appearance of documents by formatting text, paragraphs and documents; use proofing tools.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:

Description: This course emphasizes basic Microsoft Word skills to familiarize students with the following: open, create, edit, print and save documents; move and copy text, use automatic text features, enhance the appearance of documents by formatting text, paragraphs and documents; use proofing tools. (P/NP Only) Prerequisites/Corequisites:

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: CSU GE:	Area Transfer Area	Effective: Effective:	Inactive: Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

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

- 1. Start Word, open and view documents and exit Word.
- 2. Create and save documents.
- 3. Preview and print documents.
- 4. Select, move and copy text.
- 5. Use automatic text features.
- 6. Format text, paragraphs and documents.7. Find and replace text.
- 8. Use proofing tools to review documents.
- 9. Repeating students will receive information on newest version of software.

Topics and Scope:

- 1. Getting Started with Word
 - a) Open an existing document
 - b) Close documents
 - c) Use the Microsoft help feature
 - d) Exit Word
- 2. Create, Save and Print Documents
 - a) Create documents from new
 - b) Save Word documents
 - c) Preview and print documents
- 3. Edit Documents
 - a) Navigate through a multi-page document
 - b) Use undo and redo
 - c) Select, move and copy text
- 4. Format Text

- a) Use text formatting features
- b) Use AutoFormat as you type
- c) Format text with the format painter
- d) Apply text fonts, styles and sizes
- e) Find and replace text
- 5. Format Paragraphs
 - a) Set page margins
 - b) Change line spacing and paragraph spacing
 - c) Set tabs and indents
- 6. Format Documents
 - a) Add headers and footers to documents
 - b) Insert and remove page breaks
 - c) Display and hide non-printing characters
- 7. Use Proofing Tools
 - a) Check spelling and grammar
 - b) Review spelling options
 - c) Use the Thesaurus
- 8. New software features with latest version are presented to repeating student

Assignment:

- 1. Completion of word processing exercises and drills.
- 2. One exam.
- 3. Solving of Microsoft Word processing application problems.

Repeating students will be expected to use newest features of latest software version.

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 problem solving assessments and skill demonstrations are more appropriate for this course.

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

Application problems

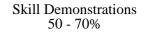
Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Microsoft Word processing application exercises

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

Writing 0 - 0%	

Problem solving 20 - 40%



Exams: multiple choice, true/false, matching items

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

Attendance, class participation

Representative Textbooks and Materials: Word 2007: Basic, ComputerPrep by Course Technology, 2008.

Exam	S
5 - 209	%

Other Category 5 - 25%