Course Outline

COURSE: CSIS 126    DIVISION: 50    ALSO LISTED AS:

TERM EFFECTIVE: Fall 2019    CURRICULUM APPROVAL DATE: 04/09/2019

SHORT TITLE: WORD PROCESS-MS WRD

LONG TITLE: Word Processing - MS Word

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>18</td>
<td>Lecture: 3</td>
<td>Lecture: 54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab: 0</td>
<td>Lab: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other: 0</td>
<td>Other: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total: 3</td>
<td>Total: 54</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTION:

This word processing with Windows course is designed for business and non-business majors. Students will develop word processing skills and then apply these techniques to a variety of different documents: research papers, contracts, reports, surveys, manuscripts, and various types of letters. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 1A and basic keyboarding skills.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade
P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion
05 - Hybrid
72 - Dist. Ed Internet Delayed
STUDENT LEARNING OUTCOMES:
1. Produce a document using cut/copy/paste, fonts, styles, spellcheck and thesaurus that contains tables, footnotes, images, indexes, and a table of contents.
Measure of assessment: projects, homework, exams
Year assessed, or planned year of assessment: 2020
Semester: Spring

2. Create a document with graphics, WordArt, shapes, and SmartArt.
Measure of assessment: homework, projects, exams
Year assessed, or planned year of assessment: 2020
Semester: Spring

Measure of assessment: homework, projects, exams
Year assessed, or planned year of assessment: 2020
Semester: Spring

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 04/09/2019

5.5 HOURS
CONTENT: Creating and Editing Business Documents
Lectures: Formatting with text and document layout.
STUDENT PERFORMANCE OBJECTIVES: Create, modify, and save documents using a wide variety of Word commands.

5.5 HOURS
CONTENT: Introducing Tables
Lectures: Organizing documents in table format. Creating tables, revising tables, inserting tables, and formatting tables. Performing calculations in tables.
STUDENT PERFORMANCE OBJECTIVES: Create Word documents with several types of tables. Modify and format tables.

6 HOURS
CONTENT: Creating Reports/Research Papers
Lectures: Formatting documents by using tabs, indentions, and columns. Inserting references, footnotes, and bibliographies in a document.
STUDENT PERFORMANCE OBJECTIVES: Create documents that make use of various indention techniques, character and line formatting, and tables. Add headers and footers, footnotes, indexes, and table of contents to a document. Create a document with columns and vertical page alignment. Demonstrate formatting text with different types of styles.

6 HOURS
CONTENT: Creating a Promotional Brochure
Lectures: Working with pictures, SmartArt, WordArt, and shapes. Editing graphics.
STUDENT PERFORMANCE OBJECTIVES: Demonstrate how to insert and format graphics including WordArt, SmartArt, shapes, and charts. Demonstrate how to position and delete graphics.

4.5 HOURS
CONTENT: Using Mail Merge
Lectures: Preparing, merging, and editing Mail Merge documents, envelopes, and labels.
STUDENT PERFORMANCE OBJECTIVES: Prepare the sample documents in the chapter and do the assigned exercises. Produce documents using Mail Merge.
4.5 HOURS
CONTENT: Creating a Newsletter
Lectures: Formatting a document that uses columns, section breaks, graphics, and cover pages.
STUDENT PERFORMANCE OBJECTIVES: Prepare the sample documents in each chapter and do the assigned exercises. Produce documents that use columns, section breaks, graphics, and cover pages.

2 HOURS
Midterm test, quiz, or project.

5 HOURS
CONTENT: Working with Long Documents
Lectures: Formatting text and using styles. Navigating long documents. Creating an index and a table of figures.
STUDENT PERFORMANCE OBJECTIVES: Prepare the sample documents in the chapter and do the assigned exercises. Create documents that use macros, styles, special text, and cross-referencing.

4.5 HOURS
CONTENT: Working with Forms
STUDENT PERFORMANCE OBJECTIVES: Prepare the sample documents in each chapter and do the assigned exercises. Create forms in a document that can be protected and shared.

4 HOURS
CONTENT: Collaborating in Word
Lectures: Tracking and reviewing changes and inserting comments in documents.
STUDENT PERFORMANCE OBJECTIVES: Prepare the sample documents in each chapter and do the assigned exercises. Create shared documents and documents with tracked changes. Create documents that use templates, master documents, and sub-documents. Create documents that use comments and table of contents.

4.5 HOURS
CONTENT: Integrating Word with Excel, PowerPoint, and the Web
Lectures: Copying, embedding, and linking data.
STUDENT PERFORMANCE OBJECTIVES: Prepare the sample documents in each chapter and do the assigned exercises. Demonstrate how to copy, embed, and link data. Demonstrate how to integrate Word with Excel and PowerPoint. Create documents that have links and use Web pages.

2 HOURS

METHODS OF INSTRUCTION:
Lecture, demonstration, discussion.
OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 11
Assignment Description: HOMEWORK: Read chapter related to these lectures and do end of chapter homework exercises. Prepare documents using the basic commands presented in class.

Required Outside Hours: 11
Assignment Description: HOMEWORK: Read the chapters related to these lectures and do end of chapter homework exercises. Create a resume using a Table format. Create Word documents with several types of tables. Modify and format the tables and perform table calculations.

Required Outside Hours: 12
Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter homework exercises. Create documents using tabs, indentions, columns, references, footnotes, and bibliographies.

Required Outside Hours: 12
Assignment Description: HOMEWORK: Read the chapters related to these lectures and do end of chapter homework exercises. Prepare documents that have images and watermarks. Prepare documents that have shapes, lines, WordArt, and dropped capital letters. Create a brochure using the techniques presented in class.

Required Outside Hours: 9
Assignment Description: HOMEWORK: Read the chapter and complete the end of chapter exercises. Use Mail Merge techniques to produce labels, documents, and envelopes.

Required Outside Hours: 13
Assignment Description: HOMEWORK: Read the chapter and complete the end of chapter exercises. Prepare documents that use columns, section breaks, graphics, and cover pages. Study and prepare project for midterm.

Required Outside Hours: 10
Assignment Description: HOMEWORK: Read the chapter and complete the end of chapter exercises. Prepare documents that use macros, styles, and special text formatting. Prepare documents that use cross-references.

Required Outside Hours: 9
Assignment Description: HOMEWORK: Read the chapter and complete the end of chapter exercises. Prepare documents that use forms.

Required Outside Hours: 8
Assignment Description: HOMEWORK: Read the chapter and complete the end of chapter exercises. Prepare shared documents and documents with tracked changes. Prepare documents that use templates, master documents, and sub-documents. Prepare documents that use comments.

Required Outside Hours: 13
Assignment Description: HOMEWORK: Read the chapter and complete the end of chapter exercises. Prepare documents that copy, embed, and link data. Prepare documents that integrate Word with Excel and PowerPoint. Prepare documents that have links and use Web pages. Study and prepare project for final.
METHODS OF EVALUATION:

Writing assignments
Percent of total grade: 0.00 %
Writing assignments: 0% - 0% This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily: Involves skill demonstrations or problem solving.

Problem-solving assignments
Percent of total grade: 25.00 %

Skill demonstrations
Percent of total grade: 60.00 %
Skill demonstrations: 35% - 70% Demonstration exams.

Objective examinations
Percent of total grade: 15.00 %
Objective examinations: 15% - 30% Multiple Choice, True/False, Matching Items, Completion

Other methods of evaluation
Percent of total grade: 0.00 %

REPRESENTATIVE TEXTBOOKS:

ISBN: 1591368332
ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
  Transferable CSU, effective 200630
UC TRANSFER:
  Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: MIS
CSU Crosswalk Course Number: 1
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000359565
Sports/Physical Education Course: N
Taxonomy of Program: 051400