

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

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
3	18	Lecture:	3	Lecture:	54
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	3	Total:	54

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

3. Prepare documents and labels using Mail Merge.

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

Lectures: Preparing and protecting forms. Creating a form, filling in a form, and printing a form. Creating tables in a form template. Protecting and securing documents. Sharing data.

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 %

25% - 50% Homework exercises. Creating documents. Quizzes, Exams, Projects.

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:

Jill Murphy. Microsoft Word 2016: Comprehensive. Berkeley, CA: Labyrinth Learning, 2016.

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