

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Computer Business Technology 120

COURSE TITLE: Beginning Microsoft Word

**Units: -
Grade Only**

CATALOG COURSE DESCRIPTION:

This course is an introduction to text editing features in Microsoft Word including insert, delete, find and replace, move and copy, headers and footers, pagination, character and document formatting, spell check, tables, and mail merge basics. This course, or sections of this course, may be offered through distance education.

REQUISITES:

Advisory:

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5
&
CBTE 103 with a grade of "C" or better, or equivalent

Limitation on Enrollment:

This course is not open to students with previous credit for CBTE 120A or 120B

FIELD TRIP REQUIREMENTS: May be required

TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities

TOTAL LECTURE HOURS:

TOTAL LAB HOURS:

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Create and edit a word processing document.
2. Perform the steps to find and replace text and move and copy text.
3. Use the word processing tools: Spelling, Grammar, Thesaurus, AutoCorrect
4. Apply character formatting to text.
5. Perform paragraph and document formatting tasks.
6. Create, modify, and format a table.
7. Perform a basic mail merge.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Distance learning students will complete the same course content.

- A. Overview of Word Processing Basics
 - 1. identify the components of the word processing window
 - 2. compose a simple document
 - 3. edit a document
 - 4. save a document
 - 5. preview and print a document
 - 6. close a document
 - 7. open a document
 - 8. create a new document
 - 9. close the word processing application
- B. Creating and Editing a Word Processing Document
 - 1. view nonprinting characters
 - 2. zoom the document window
 - 3. view a document using the scroll bars
 - 4. move the insertion point
 - 5. create a letter
 - 6. select text
- C. Manipulating and Linking Document Text
 - 1. find and replace text
 - 2. move and copy text
 - 3. create hypertext link to another Word document
- D. Using the Word Processing Tools
 - 1. use the Spelling and Grammar tool
 - 2. use the Thesaurus tool
 - 3. use the AutoCorrect tool
 - 4. insert dates with AutoComplete
 - 5. insert standard text with AutoText
- E. Character Formatting
 - 1. use AutoFormat
 - 2. change fonts and point size
 - 3. apply boldface, underline, and italic formats
 - 4. apply superscript and subscript formats
 - 5. apply character spacing and animation effects
 - 6. duplicate character formats
 - 7. change the case of text
- F. Paragraph and Document Formatting
 - 1. use different editing views
 - 2. change margins, tab stops, line spacing, and text alignment
 - 3. indent text
 - 4. apply borders and shading
 - 5. create numbered and bulleted lists
 - 6. insert symbols
 - 7. create headers and footers
 - 8. create page and section breaks
- G. Previewing and Printing a Document
 - 1. preview a document before printing
 - 2. edit a document in Print Preview
 - 3. print a document
 - 4. select a printer
 - 5. set print options
- H. Tables
 - 1. create a table

2. modify a table
 3. perform calculations in a table
 4. format a table
 5. use the tables and borders toolbar
 6. convert text to a table
- I. Mail Merge Basics
 1. create a main document
 2. create a data source
 3. insert merge fields in a main document
 4. merge a main document and data source

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:

II. 1. Read articles in periodicals such as PC Magazine, Modern Office Technology and Managing Office Technology.

III. 2. Understand and recall information from articles distributed by the instructor, such as:

A. "Microsoft Word 97 Tips and Tricks,"

<http://www.microsoft.com/word/productinfo/tips/default.htm>

B. "Microsoft Word 97 Web Authoring Tutorials,"

<http://www.microsoft.com/officefreestuff/word/tutorials/startfinish/start.htm>

C. "Switching to Microsoft Word from WordPerfect," Microsoft Office Whitepaper Microsoft Word, 1996.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Distance learning students will electronically submit their assignments. Assignments that will demonstrate critical thinking may include but are not limited to the following:

II. 1. Analysis of the readability statistics displayed by the Grammar feature.

III. 2. Application of appropriate character and document formatting to documents.

IV. 3. Exploration of the various options on the Tables and Borders toolbar and evaluation of their usefulness in creating tables.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Outside assignments may include but are not limited to the following:

II. 1. Research and describe the practical use of mail merges by business offices.

III. 2. Search the World Wide Web for information about formatting a resume.

IV. 3. Develop a portfolio of documents created using Microsoft Word.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:

II. 1. Compose a letter requesting accommodations at a hotel and then revise the letter.

III. 2. Create a document describing how to use the AutoCorrect feature.

IV. 3. Write a one-page description of some problems and solutions concerning character formatting.

V. 4. Create an announcement to be sent via e-mail.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A student's grade will be based on multiple measures of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates that the student has the ability to successfully apply the theory and techniques taught in this course in subsequent courses. Distance learning students will submit their evaluations electronically and receive electronic feedback. Evaluation methods may include but are not limited to the following using word processing software:

II. Documents which student has edited using the find/replace and move/copy text steps, produce documents with appropriate character, paragraph, and document formatting, formatting of tables, merging a data source with a main document. Objective-item examinations that test for understanding of word processing tools.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education
- * Methods of instruction may include but are not limited to those listed, as well as any other unique instructional strategies as shall be determined by each instructor. Distance learning students will attend regular electronic conferences; or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.
- * A. Computer-assisted instruction
- * B. Electronic lectures in which students are taught in front of the computer
- * C. Audio-visual aids
- * D. Textbook
- * E. Handouts

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. COURSE. MICROSOFT WORD 97 F/WINDOWS ILLUS PLUS ED, 1 ed. SWANSON, ISBN: 0760046980
2. RUTKOSKY. MICROSOFT WORD 97 W/2-3" DISKS, 1 ed. PARA, ISBN: 0763800708

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1.

ORIGINATOR: Curricunet Version 2
ORIGINATION DATE: 02/25/1999
PROPOSAL ORIGINATOR: Shirley Orsinelli
CO-CONTRIBUTOR(S)
PROPOSAL DATE: 05/14/1998