

**College of San Mateo  
Official Course Outline**

1. **COURSE ID:** BUSW 214    **TITLE:** Word Processing I Using Word for Windows  
**Semester Units/Hours:** 1.5 units; a minimum of 24.0 lecture hours/semester  
**Method of Grading:** Grade Option (Letter Grade or P/NP)  
**Recommended Preparation:**  
    BUS. 315, eligibility for ENGL 838 or 848
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU  
**AA/AS Degree Requirements:**  
    CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
    Introduction to WORD for Windows software. Topics include overview of document formats; preparation (creating, formatting, editing, saving and printing) of both single and multi-page documents; outlines, tables of content, tables, multiple windows and file management.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
    Upon successful completion of this course, a student will meet the following outcomes:
  1. Create, format, edit, save and print single and multi-paged documents.
  2. Utilize the file management features of Word for Windows.
  3. Create outlines, tables of content and tables.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
    Upon successful completion of this course, a student will be able to:
  1. Create, format, edit, save and print single and multi-paged documents.
  2. Create outlines, tables of content and tables.
  3. Utilize the file management features of WORD for Windows.
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. Windows and WORD for Windows orientation
  2. Overview of single and mUlti-page document formats
  3. Creating, formatting, saving, retrieving, editing and printing single and mUlti-page documents
  4. Outlines
  5. Tables of Contents and Index
  6. Tables
  7. Manipulating multiple windows
  8. File Management
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
    Typical methods of instruction may include:
  1. Other (Specify): a. Students will be required to read each chapter before class to prepare for in-lab exercises. b. Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter. c. Instructor will lead guided exercises so that students can practice each feature of the chapter. d. Students will work independently on textbook exercises that are both specifically and generally directed. e. Students will be required to print and hand in or email selected exercises to the instructor. f. Students will have access to the computer labs during open lab hours to work on any homework projects.
8. **REPRESENTATIVE ASSIGNMENTS**  
    Representative assignments in this course may include, but are not limited to the following:  
**Reading Assignments:**  
    Students will be required to read each chapter before class.

## 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

## 10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

1. Shelly Mermaat. *MS Word 2010 Comprehensive*, ed. Cengage Learning, 2012

**Origination Date:** August 2010

**Curriculum Committee Approval Date:** November 2012

**Effective Term:** Fall 2013

**Course Originator:** Patricia Brannock

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