

College of San Mateo
Official Course Outline

1. COURSE ID: BUSW 215 **TITLE:** Word Processing II 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:

Eligibility for ENGL 838 or 848.
BUS. 315, BUSW 214,

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:

Includes orientation to current WORD application program and review of basic word processing features. Also includes graphics, charts, columns, templates, macros, mail-merge, labels, sorting, forms, and software linking.

4. STUDENT LEARNING OUTCOME(S) (SLO'S):

Upon successful completion of this course, a student will meet the following outcomes:

1. Create, save, edit and print documents.
2. Create documents with the use of templates and macros.
3. Use mail-merge, labels and sorting to create forms letters, envelopes and labels.
4. Create links to other software.

5. SPECIFIC INSTRUCTIONAL OBJECTIVES:

Upon successful completion of this course, a student will be able to:

1. Create, Save, edit and print documents.
2. Create documents containing charts, graphics, columns, and forms.
3. Create documents with the use of templates and macros.
4. Use mail-merge, labels and sorting to create forms letters, envelopes and labels.
5. Create links to other software.

6. COURSE CONTENT:

Lecture Content:

1. Advanced word processing orientation
2. Graphics
3. Charts
4. Columns
5. Templates
6. Macros
7. Mail merge and sorting for letters, envelopes and labels
8. Linking to other application software

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

/body