

**College of San Mateo**  
**Official Course Outline**

**1. COURSE ID:** BUSW 214    **TITLE:** Word Processing I Using Word for Windows

**Units:** 1.5 units    **Hours/Semester:** 24.0-27.0 Lecture hours; and 48.0-54.0 Homework hours

**Method of Grading:** Grade Option (Letter Grade or P/NP)

**Recommended Preparation:**

Eligibility for ENGL 838 or ENGL 848  
BUS. 315

**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. A materials fee as shown in the Schedule of Classes is payable upon registration.

**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:

- A. 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:

**Writing Assignments:**

Examples of writing assignments include the following:

1. Organize notes in data file, rewording where as necessary, checking spelling and grammar, then create and format a research paper according to MLA documentation style.
2. Create and analyze a document, correct all errors and improve it using such skills as adding a border, changing paragraph indentation, inserting a SmartArt graphic, applying character effects, inserting section breaks, inserting a Word document in an open document, changing theme fonts, inserting headers and footers, sort lists and tables, and inserting a watermark.

**Reading Assignments:**

Students will be required to read each chapter before class.

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. 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:

- A. Gaskin and Vargas. *Microsoft WORD 2016 Comprehensive*, ed. Pearson Education, Inc., as Prentice Hall, 2017
- B. Vermont, Misty. *Microsoft Office 365 WORD 2016 Comprehensive*, ed. Cengage Learning, 2016

**Origination Date:** July 2016

**Curriculum Committee Approval Date:** October 2016

**Effective Term:** Fall 2017

**Course Originator:** Anne Figone