College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 216   **TITLE:** Word Processing
   Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours
   Method of Grading: Grade Option (Letter Grade or Pass/No Pass)
   Recommended Preparation:
      Eligibility for ENGL 838 or ENGL 848 or ESL 400.

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:
      (Formerly BUSW 214 and BUSW 215) 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. 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 professional business documents with the use of templates and macros.
      2. Use mail-merge, labels, and sorting to create form letters, envelopes and labels.

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-page documents.
      2. Create outlines, tables of content, and tables.
      3. Create documents containing charts, graphics, columns, and forms.
      4. Use mail-merge, labels, and sorting to create form letters, envelopes, and labels.
      5. Create links to other software.
      6. Utilize the file management features of Word.

6. **COURSE CONTENT:**
   Lecture Content:
      1. Windows and Word for Windows basic and advanced word processing orientation.
      2. Creating, formatting, saving, retrieving, editing, and printing single and multi-page documents.
      3. Outlines
      4. Tables of Content and Index
      5. Tables
      6. Manipulating multiple windows
      7. File Management
      8. Graphics and Charts
      9. Templates
      10. Macros
      11. Mail-merge and sorting for letters, envelopes, and labels
      12. Linking to other application software

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
   Typical methods of instruction may include:
      A. Lecture
      B. Individualized Instruction
      C. Other (Specify): Typical daily online assignments include reading of chapter sections, working on
         homework computer assignments, and individualized instruction, where needed.

8. **REPRESENTATIVE ASSIGNMENTS**
Representative assignments in this course may include, but are not limited to the following:
Writing Assignments:
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.
3. Compose a particular type of document using a template with prewritten text and/or formatting common to all documents of this nature. An example of such a template includes resume writing.
4. Create professional-looking documents, such as newsletters and brochures, using desktop publishing software, which allow for dividing documents into multiple columns, wrapping text around diagrams and other graphical images, changing fonts and font sizing.
5. Create a template for an online form to collect information. Such forms include allowing students to use a computer to access, fill in, and then return the form.
Reading Assignments:
Students will be required to read each chapter and follow instructions so that they can complete the textbook assignments.

9. **REPRESENTATIVE METHODS OF EVALUATION**
Representative methods of evaluation may include:
A. Exams/Tests
B. Homework
C. Projects
D. Quizzes
E. 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. Vermont, Misty. *Microsoft Office 365 WORD 2016 Comprehensive*, ed. Cengage Learning, 2017
B. Gaskin and Vargas. *Microsoft WORD 2016 Comprehensive*, ed. Pearson, 2017

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Course Originator: Janice Willis