



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: CSIS 710 **DIVISION:** 90 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2021

SHORT TITLE: NC WORD PROCESSING BASICS

LONG TITLE: NC Word Processing Basics

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	.5	9
		Lab:	0	0
		Other:	0	0
		Total:	.5	9

Out of Class Hrs: 18.00

Total Learning Hrs: 27.00

COURSE DESCRIPTION:

This course introduces non-credit students to the basic word processing skills of creating, saving and printing a document. Students will also learn to cut, copy and paste text, change fonts and styles, and use the spelling, grammar and thesaurus features.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated

Maximum of 99 times

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Use word processing software to create, save, and print documents.
2. Demonstrate ability to move, insert, select, replace, delete, justify and format text.
3. Use word processing menus, toolbars, and dialog boxes to format text.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Format text and use styles.
2. Create, edit, save, and print a document.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

1 Hour

Content: Review course syllabus, lab requirements and rules; review Parts of a Computer. Go over Computer Terminology for Word processing and Parts of the Word Screen. Work from a flash drive; input text; discuss concept of word-wrap; make a header; use icons to bold and underline text; save document to flash drive; print.

1 Hour

Content: Review and employ operations from previous class; work with an existing document; use icons to underline and center text; practice making revisions by inserting and deleting; use "save as" to save a file.

1 Hour

Content: Review and employ operations from previous classes; use tab for indenting; introduce zoom, auto complete, and auto correct; use print preview. Create a memorandum with specific spacing.

1 Hour

Content: Review and employ operations from previous classes; access file from flash drive; use Short Cuts to move through a document; highlight to select and deselect text; insert information with cursor; use backspace and delete.

1 Hour

Content: Review and employ operations from previous classes; use spell and grammar check.

1 Hour

Content: Review and employ operations from previous classes; introduce letter format. Create a letter with correct format.

1 Hour

Content: Review and employ operations from previous classes; number sentences; double space.

1 Hour

Content: Practice all skills learned in previous classes; review word processing Short Cuts for centering, bolding, underlining, numbering, and spacing; change font, style and size.

1 Hour

Content: Key and revise a paragraph by following a list of instructions that require use of: indenting; changing font size; cutting and pasting; double spacing; inserting; underlining, bolding, and centering the title; changing filenames; saving; printing.

METHODS OF INSTRUCTION:

Lecture and application; use of computers, computer tutorials and video

METHODS OF EVALUATION:

Skill demonstrations

Evaluation Percent 80

Evaluation Description

Class exercises and tests.

Objective examinations

Evaluation Percent 20

Evaluation Description

Final class project

REPRESENTATIVE TEXTBOOKS:

Students will be provided with Instructor-developed materials for this course.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: K

Noncredit Category: H

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: Y

Funding Agency Code: B

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000627823

Sports/Physical Education Course: N

Taxonomy of Program: 051400

