GAVILAN ☑ COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95020

Course Outline

COURSE: CSIS 729　　　　DIVISION: 90　　　　ALSO LISTED AS:

TERM EFFECTIVE: Spring 2013　　　　　　**Inactive Course**

SHORT TITLE: WORD FOR THE OA

LONG TITLE: Word Processing-MS Word for the Older Adult

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
0	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

COURSE DESCRIPTION:

A course designed for older adults (55+) to develop word processing skills to write and edit simple documents, format text, use bullets, create tables, insert clipart and use other features of the toolbar.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES
　　　　N - Non Credit

REPEATABILITY: R - Course may be repeated
Maximum of 99 times, 100 credit hours

SCHEDULE TYPES:
　　　　02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:
1.　　Create, save and print word documents, envelopes and labels
ILO: 3,7 & 2
Measure: Performance, exercises, projects
2.　　Recognize, define and recall computer vocabulary
ILO: 1

Measure: computer exercises and oral communication

3. Apply computer vocabulary in written and spoken communication
ILO: 1 & 2
Measure: written assignments and oral communication

4. Organize and design a newsletter using clipart, graphics, and other images
ILO: 3, 7, 5 & 2
Measure: Project

5. Open an existing report from a document, edit, reformat and print the report
ILO: 2, 3, & 7
Measure: Project, demonstration

6. Insert, modify and format tables and charts
ILO: 2 & 3
Measure: Class assignment, project

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

Inactive Course: 09/24/2012

3 Hours

Overview of the Course

The older adult will complete a pre-inventory or class survey on computer literacy

The following course content will be explained and reviewed with the older adult:

Getting Started and familiarizing yourself with the computer

Anatomy of the 2002 Word Workspace

Introduction to Creating a Word Document

Computer Vocabulary: Document, Word Processor, launch an application, icons, reposition, customize, toolbar, commands

Student Performance Objectives: Students will launch an application, print the document, insert and delete text, and reposition

3 Hours

The following course content will be explained and reviewed with the older adult:

Review of launching a document

Title bar: Maximize, minimize, restore and close buttons

Menu bar: Select from a variety of pull-down menus needed to execute commands in Word

Standard toolbar: Shortcut buttons to execute common tasks such as printing, opening a new document

Customizing the Toolbar: For special commands

Formatting toolbar: Font, font size, text alignment and font style

Ruler: For quick ways to set tabs and indents

Insertion Point: The cursor

File Marker: End of a document

Mouse pointer: Moves onscreen as the mouse is moved

Office Assistant: On-line helper

View Buttons: Enable one to adjust their view of a document

Status Bar: Displays information about documents
Taskbar: Toggle back and forth the between documents
Workspace: The blank page to insert text and graphics
Scrollbar: Moves you quickly around a document
Computer Vocabulary: Screen elements, title bar, menu bar, standard toolbar, formatting toolbar, ruler, taskbar, workspace, office assistant, scrollbar
Student Performance Objectives: Students will launch an application, print the document, insert and delete text, reposition and customize toolbars

3 Hours

The following course content will be explained and reviewed with the older adult:

Word Document Defaults: Margins, tab stops, page orientation, font, and text alignment,
Computer Vocabulary: Left/right and top/bottom margins, tab font and alignment
Student Performance Objectives: Students will set defaults for page margins, tab stops and page orientation.

3 Hours

The following course content will be explained and reviewed with the older adult:

Creating and selecting a new document with specific requirements and situations
Inserting and deleting text and selecting blocks of test
Opening an existing document and going back and forth between documents for editing and other options
Selecting text blocks with the keyboard and mouse
Computer Vocabulary: Select File, template and wizards
Student Performance Objectives: Students will create a document, modify its text, save it and print it.

3 Hours

The following course content will be explained and reviewed with the older adult:

Manipulating Text: Changing character fonts and aligning text
Relocating Text: Copy, Cut and Paste, drag and drop
Saving Word Documents
Preview before you print, printing a document
Closing and exiting the document
Computer Vocabulary: Cut, paste, copy, drag, drop
Student Performance Objectives: Students will create a document, modify its text, save it and print it.

3 Hours

The following course content will be explained and reviewed with the older adult:

Producing documents that are more advanced with pizzazz and professional looking
Setting tabs and margins in Word 2002

Formatting a document: Learning about headers and footers and bullets
Learning how to create documents using autoformat with columns and
tables
Emphasizing content with borders and shading
Shrink to fit feature
"Auto" features
Addressing and making labels
Sending word documents through e-mail
Learning to use clipart in word documents
Correcting spelling and grammar
Computer Vocabulary: Headers, footers, borders, shading, auto
features, clipart, graphics, tables and bullets
Student Performance Objectives: Students will create a newsletter using
the more advanced Word features.

METHODS OF INSTRUCTION:
Instructional methods are lecture and some discussion on key concepts in a
lab setting. Students will practice individualized lessons/exercises in an
electronic format.

METHODS OF EVALUATION:

REPRESENTATIVE TEXTBOOKS:

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
Not Transferable
UC TRANSFER:
Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: L
Noncredit Category: H
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y

In-Service: N
Occupational Course: D
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000447076
Sports/Physical Education Course: N
Taxonomy of Program: 051400