

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 596

COURSE TITLE

WORD PROCESSING:BEGINNING

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course is an introduction to the text editing features of word processing software, including insert, delete, select, search/find and replace, headers/footers, tabs, footnotes/endnotes, merge, tables, format, layout, and writing tools. Instruction includes standard business correspondence styles, tables, columns, reports and professional documents. (FT)

LECTURE/LABORATORY HOURS

54

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.
3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To introduce computer terminology, hardware components, printers and other peripherals, and how they relate to word processing tasks. Demonstrate and guide students in hands-on activities to use the text editing and enhancement features of the word processing software to format and prepare a variety of standard business and professional documents, including email and internet links. Make training relevant to a variety of career choices in a home or business environment. Promote team and independent problem-solving techniques. Enhance students' reading, writing, math, and communication skills, enabling them to evaluate and process technical information and successfully interact with employers, co-workers, and customers. Relate the impact of computer technology to issues of ethics, security, and privacy. Help students set goals for self-improvement and acquisition of employment skills.

COURSE OBJECTIVES

After successfully completing this course, students will be able to demonstrate through oral communications, in writing, and through hands-on activities that they are able to:

1. Boot the computer system and/or demonstrate local area network (LAN) procedures to access the word processing program and power down/log off the system.
2. Identify and use common computer hardware components: hard drive, keyboard, monitor, computer processing unit (CPU), printer, and mouse.
3. Explain and use basic computer and word processing terminology.
4. Identify and use basic editing and text enhancement features of the word processing system.
5. Make decisions regarding proper format and features to produce standard business and professional documents such as letters and memos, simple tables, columns, reports/forms, merge documents, resumes and related business correspondence.
6. Evaluate and proofread documents to determine needed changes and corrections and make the changes efficiently using editing tools.
7. Demonstrate or explain to others how to perform various word processing functions such as spell check and thesaurus.
8. Relate acquired computer and word processing skills to a variety of personal or employment opportunities.
9. Use a variety of resource materials such as software manuals, tutorials, on-line help, and internet research to independently find solutions to word processing application problems or questions.
10. Demonstrate personal and professional ethics and explain the need for software licensing agreements, copyright laws, virus protection, and other security measures.
11. Share files using the "Cloud" and setup appropriate level of access.

SECTION II

COURSE CONTENT AND SCOPE

All topics of the course contain the following:

1. System Description
2. Computer Hardware and Peripheral Devices
3. Beginning Word Processing Concepts
4. Trouble Shooting Procedures
5. Related Terminology
6. The Word Processing Application Screen
 - 6.1. Navigation Tools
 - 6.2. Identify screen components
 - 6.3. Menus and dialog boxes
7. Basic Function/Editing Techniques
 - 7.1. Function and special keys
 - 7.2. Insertion point and cursor movement
 - 7.3. Deletion/insertion of text
 - 7.4. Document formatting and layout
 - 7.5. Text enhancement features including animation effects
 - 7.6. Tabs and indents, margins, line spacing, and text alignment
 - 7.7. Speller/thesaurus, autocorrect, autocomple, autotext
 - 7.8. Select, copy, move text
 - 7.9. Borders and shading
 - 7.10. Windows
 - 7.11. Headers/footers
 - 7.12. Footnotes/endnotes
 - 7.13. Outlines
 - 7.14. Search/find and replace
 - 7.15. Tables and columns
 - 7.16. Merge/form documents/fields
 - 7.17. File management
 - 7.18. Print features/management
8. Basic Production Requirements
 - 8.1. Standard business letters and memo styles
 - 8.2. Documents with tables and file integration
 - 8.3. Reports/forms
 - 8.4. Business documents and email
9. Edit and Manipulate Text Within Documents
10. Share files using the "Cloud" and setup appropriate level of access

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, instructor-written handouts, manuals, on-line help and tutorials, and relevant industry periodicals.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a portfolio of class assignments and projects, providing answers to selected textbook questions, composing short business letters and memos, preparation of brief reports, resumes and related professional documents. Writing assignments will enable students to demonstrate understanding of word processing features and application of proper writing skills, including sentence construction, correct grammar, and appropriate vocabulary.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts or handouts required for successful completion of word processing tasks, analyzing and providing written answers to assigned questions, volunteering for course-related work, planning and design of assigned original word processing projects or personal employment documents.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments that demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of readings and/or classroom materials, group or team discussion of readings, lectures, formatting decisions, and selection of appropriate fonts and text enhancement attributes.

EVALUATION

Evaluation will be based on, but not limited to, the following criteria:

1. Written and practical tests.
2. Completion of assigned hands-on projects.
3. Attendance and punctuality.
4. Completion of performance objectives.
5. Participation in class.
6. Portfolio of class projects

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture, lab, demonstration, individualized study, audio-visual aids, tutorials, and group or team activities. Other unique instruction requirements such as outside assignments (field trips, computer access, guided student job assignments, etc.) may be utilized. This course or a section of this course may be taught through distance education.

TEXTS AND SUPPLIES

Texts must be current and relevant to the software being used, such as:

Microsoft Office Word: Comprehensive Concepts and Techniques, Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, latest edition

Microsoft Office Word: Introductory Concepts and Techniques Adobe eBook, Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, latest edition

New Perspectives on Microsoft Office Word Introductory Beverly Zimmerman, S. Scott Zimmerman, Ann Shaffer, latest edition

Microsoft Word Signature, Nita Rutkosky, Paradigm, latest edition

Supplies:

Storage media.

PREPARED BY Office Systems Professors DATE April 21, 1987

REVISED BY Marcy Schroeder DATE September 15, 1989

REVISED BY Sherry M. Coffey DATE August 17, 1995

REVISED BY Sharian Lott DATE February 22, 2007

REVISED BY Instructional Services/SLO's Added DATE June 1, 2011

REVISED BY Maria Reyes-Niemeyer DATE November, 2012

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog