

STV100 : Beginning Microsoft Word

General Information

Author:	<ul style="list-style-type: none">Maria Czech
Course Code (CB01) :	STV100
Course Title (CB02) :	Beginning Microsoft Word
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608707
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 100 is a basic introduction to word-processing using Microsoft Word. This beginning level course teaches students how to create, format, edit, print, and store simple documents. Lecture 48 hours. Note: This course is pass/ no pass.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08) Course is not a basic skills course.	Course Special Class Status (CB13) Course is not a special class.	Grading Basis <ul style="list-style-type: none">Pass / No-Pass Only
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Pre-Collegiate Level (CB21) Not applicable.	Course Support Course Status (CB26) Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 48

Total Course Out-of-Class Hours 0

Total Student Learning Hours 48

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	48	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks) 18

Hours per unit divisor 54

Course In-Class (Contact) Hours

Lecture 48

Laboratory 0

Studio 0

Total 48

Course Out-of-Class Hours

Lecture 0

Laboratory 0

Studio 0

Total 0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Advisory

STV70 - Introduction to Computers (in-development)

Objectives

- Explain the difference between application software and system software.
- Describe the basic components of a computer.

AND

Advisory

- Typing speed of 25 wpm.

Entry Standards

Entry Standards

Define a computer and categorize computers.

Demonstrate the use of a mouse.

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Laboratory

Methods of Instruction Discussion

Methods of Instruction Multimedia

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Exam/Quiz/Test

Skill exercises at end of each chapter

Exam/Quiz/Test

Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Misty Vermaat	Microsoft Office 365 & Office 2021	Cengage	2023	9780357676783

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Create, edit, save, retrieve, and print documents.

Format characters, paragraphs, and sections in a document.

Utilize spell check.

Apply file maintenance on files and folders.

Format and apply effects, bullets, colors, pictures, Word Art, styles, page borders to documents.

Create automated headers and footers in documents.

Use Word Online to create a flyer with a picture.

SLOs

Implement MicroSoft Word templates to create resumes, forms, business letters, flyers, and memos.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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<i>STV</i> Dental Front Office Certificate	Perform clerical duties such as: schedule appointments, answer phones, etc.
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<i>STV</i> General Front Office Clerk I Certificate	Produce documents using a word processor.
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<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
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Generate a customized, automated mail merge system that merges documents with mailing labels, and envelopes.

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II Certificate Operate a variety of business software to create business correspondence, reports, and other related documents.

STV
Dental Front Office Certificate Perform clerical duties such as: schedule appointments, answer phones, etc.

STV
General Front Office Clerk I Certificate Produce documents using a word processor.

STV
General Front Office Clerk III Certificate Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Align graphic elements and images in a document or table.

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II Certificate Operate a variety of business software to create business correspondence, reports, and other related documents.

STV
General Front Office Clerk I Certificate Produce documents using a word processor.

STV
General Front Office Clerk III Certificate Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Creating, Printing, and Editing Word Documents (6 hours)

- Open Microsoft Word
- Creating a Word document
- Saving a document
- Naming a document

- Canceling a command
- Turning on/off and maneuvering in the task pane
- Closing a document
- Printing a document
- Exiting Word and Windows
- Opening a document
- Expanding drop down menus
- Displaying toolbars
- Editing a document
- Moving the insertion point with the mouse
- Scrolling with the mouse
- Moving the insertion pint with the keyboard
- Saving a document with the mouse
- Selecting text Inserting text with the mouse
- Select text with the keyboard
- Using the undo and redo buttons

Formatting Characters and Using Help (5 hours)

- Formatting characters
- Change the font
- Using the font dialog box
- Adjusting character formatting
- Animating text
- Changing font and font effects using buttons
- Formatting with format painter
- Inserting symbols and special characters
- Changing the font for symbols
- Inserting special characters
- Creating ordinals
- Using autocomplete
- Changing text case
- Highlighting text
- Insert the date and time
- Using help
- Getting help using the ask a question text box
- Displaying the Microsoft word help task pane
- Using screen tips

Formatting Paragraphs (5 hours)

- Changing the alignment of text in paragraphs
- Changing alignment at the paragraph dialog box
- Spacing before and after paragraphs
- Indenting text in paragraphs
- Creating numbered and bulleted paragraphs
- Applying bullets and numbering using the bullets and numbering dialog box
- Inserting custom bullets
- Changing line spacing
- Repeating the last action
- Revealing formatting
- Comparing formatting
- Apply borders and shading
- Creating a border with the border button
- Adding borders and shading
- Manipulating tabs
- Manipulating tabs on the ruler
- Selecting tabs
- Moving tabs
- Deleting tabs
- Manipulating tabs at the tabs dialog box
- Clearing tabs
- Setting tabs
- Setting leader tabs

Formatting Documents and Sections (6 hours)

- Preparing multiple-page documents
- Changing the view
- Changing the margins
- Changing page orientation
- Inserting hard page break
- Previewing a document imprint preview
- Inserting a section break
- Changing the document zoom

- Displaying the full screen
- Changing the reading layout view
- Navigating in reading layout view
- Customizing the reading layout view
- Vertically aligning text
- Using the click and type feature
- Creating newspaper columns
- Formatting sections
- Creating newspaper columns with the columns button
- Creating newspapers columns with the columns dialog box
- Inserting a columns and/or page break
- Balancing columns on a page
- Editing text in columns
- Removing column formatting
- Checking the spelling and grammar of a document
- Editing while spelling checking
- Displaying word, paragraph, and character counts
- Customizing autocorrect
- Adding words to autocorrect
- Deleting words from autocorrect dialog box
- Using the thesaurus

Maintaining Documents (6 hours)

- Creating a folder
- Renaming a folder
- Selecting documents
- Deleting documents and folders
- Deleting to the recycle bin
- Copying documents
- Sending documents to a different drive or folder
- Cutting and pasting a document
- Deleting a folder and its contents
- Opening documents
- Printing documents
- Closing documents
- Saving a document in a different format
- Working with blocks of text
- Deleting a block of text
- Moving a block of text
- Copying a block of text
- Using the office clipboard
- Pasting text using the past special dialog box
- Insert one document into another
- Working with windows
- Arranging windows
- Maximizing, restoring, and minimizing documents
- Splitting a window
- Comparing documents side by side
- Cutting and pasting text between windows
- Printing documents
- Printing specific text on pages
- Printing multiple copies
- Printing envelopes
- Printing labels
- Changing label options
- Viewing, modifying, printing document properties

Customizing Documents (6 hours)

- Using autotext
- Inserting a built-in autotext entry
- Creating an autotext entry
- Saving an autotext entry
- Inserting an autotext entry
- Editing/deleting an autotext entry
- Creating a header or footer
- Formatting a header or footer
- Editing a header or footer
- Deleting a header or footer
- Create different headers/footers in a document
- Creating a first page header/footer
- Creating a header/footer for odd/even pages
- Insert page numbering in a document

- Deleting page numbering
- Modifying page numbering format
- Finding and replacing text
- Finding text
- Finding and replacing text
- Choosing find check box options
- Finding and replacing formatting
- Navigating in a document
- Using templates and wizards
- Creating a document using a template
- Creating a document using a wizard
- Sharing documents
- Creating comments
- Tracking changes to a document
- Comparing and merging documents

Creating Tables and Charts (6 hours)

- Creating a table
- Entering text in cells
- Moving the insertion point within a table
- Selecting cells
- Selecting in a table with the mouse
- Selecting in a table with the keyboard
- Selecting cells with the table drop-down menu
- Formatting a table
- Adding borders and shading
- Changing column width
- Changing table size with the resize handle
- Changing row height
- Changing cell alignment
- Aligning a table
- Changing cell margin measurements
- Inserting rows
- Inserting columns
- Deleting cell, rows, or columns
- Deleting cell content
- Merging and splitting cells
- Formatting with autoformat
- Converting text to tables
- Creating a table using the tables and borders toolbar
- Moving a table
- Creating a chart with data in a word table
- Sizing and moving a chart
- Changing the chart type
- Changing the data series
- Adding chart elements

Enhancing Documents with Special Features (8 hours)

- Creating diagrams and organizational charts
- Insert images in a document
- Narrowing a search
- Sizing an image
- Formatting images with buttons on the picture toolbar
- Moving an image
- Formatting images at the format picture dialog box
- Drawing shapes, lines, and text boxes
- Applying styles
- Applying styles with the style button
- Clearing formatting
- Applying styles with options at the styles and formatting task pane
- Formatting text with style gallery
- Creating an outline
- Assigning headings
- Collapsing and expanding outline headings
- Organizing an outline

Total hours: 48

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value