



**COURSE OUTLINE : CABOT 265**

**D Credit – Degree Applicable**

**COURSE ID 005276**

**Cyclical Review: November 2020**

**COURSE DISCIPLINE :** CABOT

**COURSE NUMBER :** 265

**COURSE TITLE (FULL) :** Microsoft Word I

**COURSE TITLE (SHORT) :** Microsoft Word I

**CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :** BSOT 111 X – MS Word I

### **CATALOG DESCRIPTION**

CABOT 265 provides students with beginning features and functions of Microsoft Office Word, a word processing software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Word. Some of the topics for this course consist of: creating and editing a word document; creating a research paper; using a wizard to create a resume; creating a cover letter with a table; and creating a document with a table, a chart, and a watermark.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

**Total Course Units: 3.00**

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00**

**Total Out-of-Class Hours: 108.00**

Recommended Preparation: CABOT 205 and CABOT 208, or equivalent.



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**ENTRY STANDARDS**

	<b>Subject</b>	<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Include</b>
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop;	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window	Yes
4	CABOT	208	Windows Basics	launch application programs	Yes
5	CABOT	208	Windows Basics	use onscreen Help	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology	Yes
11	CABOT	205	Computer Keyboarding/Typing I	use the proper position of their hands and fingers, as well as correct posture for touch typing;	Yes
12	CABOT	205	Computer Keyboarding/Typing I	work toward meeting preset speed and accuracy goals in each lesson;	Yes
13	CABOT	205	Computer Keyboarding/Typing I	apply proper formatting of tables, letters, various reports, memorandums, envelopes and labels;	Yes
14	CABOT	205	Computer Keyboarding/Typing I	apply rules associated with production typewriting which will include margins, tabs, vertical spacing, footnotes, word division, enumerations, grammar, punctuation, and characteristics of the different letter styles.	Yes

**EXIT STANDARDS**

- 1 create, edit, save, retrieve, and print documents;
- 2 format and apply effects, bullets, colors, pictures, Word Art, styles, page borders to documents;
- 3 format characters, paragraphs, and sections in a document;
- 4 create automated headers and footers in documents;
- 5 incorporate graphics, illustrations, photographs and charts effectively in a document;
- 6 Use Word Online to create a flyer with a picture;



**STUDENT LEARNING OUTCOMES**

- 1 create, edit, and format tables with graphics;
- 2 generate a customized, automated mail merge system that merges documents with mailing labels, and envelopes;
- 3 insert an existing Word file and an Excel worksheet in a Word document;
- 4 use templates to create resumes, forms, business letters, flyers, and memos;

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	<b>Description</b>	<b>Lecture</b>	<b>Lab</b>	<b>Total Hours</b>
1	Text Generation and Manipulation <ul style="list-style-type: none"> <li>• Using the Undo, Redo, and Repeat command</li> <li>• Applying font formats (Bold, Italic and Underline)</li> <li>• Using the spelling feature</li> <li>• Using the thesaurus feature</li> <li>• Using the grammar feature</li> <li>• Inserting page breaks</li> <li>• Highlighting text in document</li> <li>• Inserting and move text</li> <li>• Cutting, copying, pasting, and using Paste Special</li> <li>• Selecting and changing font and font size</li> <li>• Finding and replacing text</li> <li>• Applying character effects (superscript, subscript, strikethrough, small caps and outline)</li> <li>• Inserting symbols</li> <li>• Creating and applying frequently used text with AutoCorrect</li> </ul>	10	0	10
2	Paragraphs <ul style="list-style-type: none"> <li>• Aligning text in paragraphs (Center, Left, Right and Justified)</li> <li>• Adding bullets and numbering</li> <li>• Setting character, line, and paragraph spacing options</li> <li>• Applying borders and shading to paragraphs</li> <li>• Using indentation options (Left, Right, First Line and Hanging Indent)</li> <li>• Using tab command (center, decimal, left, and right)</li> <li>• Creating an outline style numbered list</li> <li>• Setting tabs with leaders</li> </ul>	10	0	10



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3	<p>Documents</p> <ul style="list-style-type: none"> <li>• Printing a document</li> <li>• Using print preview</li> <li>• Using Web Page Preview</li> <li>• Navigating through a document</li> <li>• Inserting page numbers</li> <li>• Setting margins</li> <li>• Using the Go To feature to locate specific elements in a document</li> <li>• Creating and modifying page numbers</li> <li>• Creating and modifying headers and footers</li> <li>• Aligning text vertically</li> <li>• Preparing and printing envelopes and labels</li> <li>• Applying styles</li> <li>• Using click &amp; type</li> </ul>	10	0	10
4	<p>Files</p> <ul style="list-style-type: none"> <li>• Using save</li> <li>• Locating and opening an existing document</li> <li>• Using Save As (different name, location or format)</li> <li>• Creating a folder</li> <li>• Creating a new document using a Wizard</li> <li>• Saving as Web Page</li> <li>• Using templates to create a new document</li> <li>• Creating Hyperlinks</li> <li>• Using the Office Assistant</li> <li>• Sending a Word document via e-mail</li> </ul>	10	0	10
5	<p>Tables</p> <ul style="list-style-type: none"> <li>• Creating and formatting tables</li> <li>• Adding borders and shading to tables</li> <li>• Revising tables (insert and delete rows and columns, change cell formats)</li> </ul>	7	0	7
6	<p>Pictures and Charts</p> <ul style="list-style-type: none"> <li>• Inserting graphics into a document (WordArt, ClipArt, Images)</li> <li>• Sizing a graphic</li> </ul>	7	0	7
				<b>54</b>



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**OUT OF CLASS ASSIGNMENTS**

- 1 case problems that incorporate critical thinking and problem solving with computer skills proficiency (e.g. Using templates to create a new document);
- 2 lab assignments (e.g. Sending a Word document via e-mail);
- 3 online tutorials/trainings (e.g. Creating and formatting tables).

**METHODS OF EVALUATION**

- 1 quizzes;
- 2 midterm examination;
- 3 final examination.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Microsoft Office 365 & Word 201	Required	Boston: Cengage Learning	1		Vermaat, Misty E.	978-0357026427	2020