

CBA G013N: MICROSOFT WORD BASICS

Item	Value
Curriculum Committee Approval Date	02/07/2023
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	18 Total Hours (Lecture Hours 11; Lab Hours 7)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

Formerly: CBA G155N. This noncredit course will prepare students how to create basic documents using Microsoft Word. Topics include creating, editing, formatting, applying page layout and paragraph features as well as inserting pictures, headers, footers, and page numbers. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Compose a multipage document that includes text, graphics, headers and footers, and a bulleted or numbered list.
3. Create a one page document that includes at least five formatting features.

Course Objectives

- 1. Create, edit, and format documents.
- 2. Locate tab ribbons, groups, and buttons on the application window.
- 3. Use keyboard and mouse to format, delete, copy, cut, or paste content.
- 4. Apply paragraph alignments and line spacing.
- 5. Design a document by inserting pictures, shapes, bulleted lists and hyperlinks.
- 6. Apply default and custom tabs.
- 7. Insert page numbers, headers, and footers.
- 8. Change page margins, orientation layout and print options.
- 9. Insert and format a basic table.
- 10. Arrange content into two columns.

Lecture Content

Getting started with Microsoft Word Application window environment Ribbons, groups, buttons Quick access toolbar Create and save a document Create a blank document Open a template Save versus save as Open current documents Organize content Copy, cut, and paste Short cut keys Find and replace Tabs and indents Formatting a document Font,

color, bold, italic, underline, and highlight Paragraph alignments Bulleted and numbered lists Page layout Line and paragraph spacing Margins and page orientation Page breaks Headers and footers Page numbers Pictures, objects and hyperlinks Images and shapes Tables Columns Hyperlinks Spellcheck and print documents Spelling and grammar check Print a document

Lab Content

Identify ribbons, groups and buttons Copy, cut and paste content Use font, color, bold and italic to format a document Apply borders and shading to text, paragraphs and page Adjust content with paragraph alignments and indents Insert line and paragraph spacing Create a tabbed column list Apply bulleted and numbered lists Insert headers, footers and page numbers Insert and format pictures and shapes Develop hyperlinks Adjust page with margins and orientation Develop a business document

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Reading Assignments

Assign videos to watch and readings from websites and PowerPoints

Writing Assignments

Provide written feedback from peer reviews, reflections on skills learned, and how they relate to business documents in the workplace.

Out-of-class Assignments

Practice activities, projects, quizzes, watch videos, and discussions on peer critiques.

Demonstration of Critical Thinking

Students will explore alternatives to develop different versions of a business document such as assessing when and how to apply headers and footers or line and paragraph spacing.

Required Writing, Problem Solving, Skills Demonstration

Additional projects may be completed to demonstrate further competencies using Word.

Eligible Disciplines

Business education: Master's degree in business, business administration, or business education OR bachelor's degree in any of the above AND master's degree in vocational education OR the equivalent. Master's degree required. Office technologies (secretarial skills, office systems, word processing, ...: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. Digital Literacy Assessment by Northstar
2. GCFGlobal website