Southern State Community College Curriculum Committee – March 2017 **CSCI 1109 – Word Lab**

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1. **COURSE TITLE:** Word Lab

**COURSE NUMBER:** 1109 **CATALOG PREFIX:** CSCI

# PREREQUISITE(S): none

1. **CREDIT HOURS:** 1 **LECTURE HOURS:** 0

**LABORATORY HOURS:** 1 (2 Contact) **OBSERVATION HOURS:** 0

# COURSE DESCRIPTION:

Hands on computer use with word processing software. Familiarizes the student with problem solving using business application word processing preparation and editing according to Microsoft Word standards, methodology and terminology. We will be utilizing Microsoft Word 2016 software as our word processing program.

# ADOPTED TEXT(S):

A textbook is **not** being required for this course. Students will be using open source references and materials.

# COURSE OBJECTIVES: Explain and Investigate:

* 1. Navigating Microsoft Office 2016 and specifically Microsoft Word 2016 on campus and help students understand how to download Microsoft Office 2016 on their personal computers free from Microsoft as students at SSCC.
  2. Review new features of Microsoft Word 2016.
  3. Understanding and utilizing cloud storage.
  4. Creating Word documents using a blank document and templates.
  5. Demonstrate saving and sharing Word documents.
  6. Working with text within a Word document demonstrating copying, pasting, drop and drag, undo, redo, and utilizing symbols.
  7. Demonstrate text formatting changing font sizes, colors, text case, highlighting, and alignment.
  8. Demonstrate finding and replacing text.
  9. Demonstrate using indents and tabs and line and paragraph spacing.
  10. Utilize bulleted and numbered lists along with multilevel lists.
  11. Create a document with hyperlinks inserted.
  12. Demonstrate an understanding of page layout including landscape, portrait, and formatting page and custom margins.
  13. Demonstrate how to print and share a document off-line.
  14. Create a document utilizing page breaks and deleting page breaks.
  15. Create a document using column formats and column breaks.
  16. Demonstrate inserting headers, footers, page numbers, dates, author’s names, and footnotes.
  17. Demonstrate the ability to create a document including pictures and text wrapping and inserting online pictures into the document.
  18. Demonstrate the ability to format pictures in a Word document by cropping, adding borders, and making image adjustments and compressing pictures.
  19. Demonstrate the ability to include shapes and outlines in a Word document.
  20. Demonstrate the ability to include text boxes and to change shape styles and text box shapes.
  21. Demonstrate the ability to group multiple objects in a Word document by using alignment, grouping, ordering, and rotating in various methods.
  22. Utilize a table of rows and columns in a Word document. 23.Utilize charts in a Word document.

24.Utilizing the spelling and grammar tools in a Word document. 25.Demonstrate collaboration on a Word document by using comments

and tracked changes.

26.Demonstrate utilizing SmartArt graphics in a Word document. 27.Create a document using predefined styles.

28.Demonstrate how to create a mail merge in a Word document.

# COURSE METHODOLOGY:

* 1. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, tests and quizzes.
  2. The student may be required to create a work portfolio to demonstrate their skill in Microsoft Word.

**3.** The student may take an exit test to determine their word processing proficiency.

# GRADING

A= 90- 100

B = 80-89

C = 70-79

D = 60-69

F = 0 - 59

# COURSE OUTLINE:

* 1. **Week 1** – Work with navigating Microsoft Word on campus and on personal computers after downloading Microsoft Office 2016 from the school website. Word documents will be created and saved utilizing cloud storage, templates, and saving and sharing documents.
  2. **Week 2** – Demonstrate working with text within a Word document by creating, copying, pasting, dropping, dragging, undoing, and redoing and utilizing symbols. Utilize text formatting techniques by changing colors, text case, highlighting, and alignment.
  3. **Week 3** - demonstrate finding and replacing text. Create a document using index tabs and line and paragraph spacing. Utilize bulleted and numbered lists along with multilevel lists.
  4. **Week 4** – Develop a Word document with inserted hyperlinks and reflecting page layouts and custom margins and how to print and share a document off-line. Demonstrate using page breaks and column formats and column breaks.
  5. **Week 5** - Utilize headers, footers, page numbers, dates, author’s names, and footnotes. Create documents with pictures and text wrapping and utilizing online pictures with formatting techniques.
  6. **Week 6** – Demonstrate using shapes, outlines, text boxes, changing shape styles and text boxes. Utilize multiple objects in a Word document using designing techniques alignment, grouping, ordering, and rotating.
  7. **Week 7** – Reflect how to utilize a table of rows and columns in a Word document. Demonstrate inserting charts and graphs and using spell and grammar tools. Show how to collaborate with others using comments and tracked changes.
  8. **Week 8** – Demonstrate using SmartArt graphics and predefined styles. Demonstrate how to create a mail merge.

\*Instructors hold the right to rearrange and maintain a different schedule of work to fulfill the objectives of the course

# OTHER REQUIRED TEXTS, SOFTWARE, AND MATERIALS:

* 1. Microsoft Office 2016 – Specifically Word 2016

# EVALUATION:

* Instructor will specify which criteria apply to a particular assignment and work to be placed into the portfolio.
* Students will complete multiple exercises in word processing software.
* Other assignments, projects and exercises may be assigned and graded at the discretion of the instructor.
* The student will take an exit test to determine their word processing proficiency.

# SPECIFIC MANAGEMENT REQUIREMENTS:

Assignments will be evaluated according to instructor directives.

# OTHER INFORMATION:

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that

there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.