

Date: October 2005

- I. Course Name:** Core Word
Prefix and Number: CSC 134
Credit Hours and Contact Hours: 1 credit hour - 1 contact hour
Course Description:

This course is designed to teach the student Word, a Microsoft Office application software product. The course will include topics appropriate to prepare the student to take the MOS (Microsoft Office Specialist) certification test upon completion. Topics covered include file management, creating and formatting documents, styles and templates, tables, desktop publishing features, Web publishing features, mail merge and collaboration. Prerequisite: CSC100 or familiarity with Windows

II. Course Outcomes and Objectives

Learning Outcomes

Upon completion of the course the participant will be able to:

- Working with text
- Working with paragraphs
- Working with documents
- Managing files
- Using tables
- Working with pictures and charts

Relationship to Academic Programs and Curriculum

This course is a required course for the AS IS major, and AAS in IT (advisement area 1). This course is the pre-requisite for CSC211 Applied Database Processing.

Competencies Addressed in this Course:

- Writing
- Reading
- Computer Literacy
- Problem Solving and Critical Thinking
- Professional Competency

III. Methods of Instruction

Types of Materials

Textbooks: appropriate text on a state-of-the-art office suite

Methods of Instruction

1. Lecture
2. Discussions
3. Demonstrations
4. Guided student laboratory exercises on computers
5. Integrated projects

Assessment Measures

Activities will emphasize problem solving using word processing software

Methods of Evaluation

The demonstration of the satisfactory achievement of the above learning outcomes will be the responsibility of the student, facilitated by the instructor. The department maintains a very open attitude and believes each instructor should determine the grading system and evaluation methods that will be used in his/her sections of the course. It is highly recommended that these be communicated to the students the first week of the semester, preferably in writing.

Among the evaluation methods that could be used are exams, quizzes, and assignment projects. Any grading system used must be consistent with the College Catalog and Middle States grading procedure. Course policies about attendance, late work, plagiarism, etc.. are at the discretion of the instructor. If such policies exist, they must be communicated to the student, preferably in writing.

IV. General Outline of Topics Covered

- Working with text
- Working with paragraphs
- Working with documents
- Managing files
- Using tables
- Working with pictures and charts