



COURSE OUTLINE
Palo Verde College
 One College Drive, Blythe, CA 92225
 (760) 921-5500

Latest Revision: 11/30/05

Board Approval: 1/24/06

1. Completed by the Course Initiator: Doretha Jones

Subject Area and Course Number: ABE 083		Course Title: Word Processing®			
New Course <input type="checkbox"/>	Revised <input checked="" type="checkbox"/>	Updated <input type="checkbox"/>	Static ID C08304	TOP Code 4930.60	Credit Status Request Non-Credit
Classification Code C=Adult and Secondary Basic Skills		SAM Code D=Possibly Occupational			Course prior to college level Y=Not applicable
Noncredit category C-Elementary and Secondary Basic Skills		Meets a unique need: Yes X No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No X		Demand/Enrollment Potential: Yes X No <input type="checkbox"/>
Transfer request C=Non-transferable		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			

2. Curriculum Committee Approval Date: 12/8/05

3. After Curriculum Committee approval, to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

CATALOG DESCRIPTION:

This course will introduce students to Word Processing Applications and Desktop Publishing features found in Microsoft Word 2002® software that will enable students to create professional and attractive documents on an IBM Compatible Computer.. This course is repeatable

UNITS: 0 HOURS: Lecture: 6 Laboratory: 12 Lecture/Lab: Clinic/Field:

ENTRY LEVEL SKILLS, PREREQUISITES, AND/OR COREQUISITES:

None

OBJECTIVES and LEARNING OUTCOMES:

Upon successful completion of the course the student will be able to:

1. Build typing speed by utilizing correct keyboarding techniques
 2. Become familiar with Microsoft Word 2000®
 3. Start/Exit Word
 4. Format basic business and personal letters, memos and reports
 5. Save/Open a document
 6. Create documents in both Microsoft Word® and Microsoft Publisher®
 7. Open/Exit Microsoft Publisher®
 8. Preview/Print a document
 9. Display proper keyboarding techniques
 10. Insert/Rotate Word Art
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COURSE OUTLINE AND SCOPE:

1. Outline of Topics:

1. Getting Started With Office 2000®
2. Basic Editing Skills, Using the Internet and Web
3. Formatting personal and business letters, memos and reports
4. Creating Tables
5. Creating documents in both Microsoft Word® and Microsoft Publishers®

2. Examples of Reading Assignments:

n/a

3. Examples of Writing Assignments:

n/a

4. Appropriate Assignments to be completed outside of class:

n/a

5. Appropriate Assignments that demonstrate critical thinking:

n/a

6. Other Assignments:

n/a

METHOD OF EVALUATION:

Students will complete non-graded tests for selected lessons in order to assess their progress.

METHOD OF INSTRUCTION:

1. Students will read textbook instruction and handouts
2. Exclusive hands-on exercises will be conducted
3. Each student will complete exercises on each subject covered in the lessons and exercises. Students will follow additional exercise instructions given by the teacher.

TEXTS, OTHER READINGS AND MATERIALS:

(List typical or required primary sources, texts, and other materials; or reference college bookstore computerized listings, etc.)

Textbooks: *Learning Microsoft Office 2000®*, by Faithe Wempen, DDC Publishing, New York, NY
Learn Typing Quick and Easy Software
Professor's created handouts and other materials.

SIGNATURES:

COURSE INITIATOR: _____ DATE: _____

LIBRARY: _____ DATE: _____

CHAIR OF CURRICULUM COMMITTEE: _____ DATE: _____

SUPERINTENDENT/PRESIDENT: _____ DATE: _____