

ALTW 206: BEGINNING WORD PROCESSING

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2021
Units:	3
Hours:	3 lecture per week (36 total per quarter)
Advisory:	Not open to students with credit in ALTW 112.
Degree & Credit Status:	Non-Degree-Applicable Credit Course Basic Skills
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- A successful student will be able to demonstrate ability to save files to and retrieve files from a flash drive.
- A successful student will be able to produce and format a Word document.

Description

Introduction to the word processing computer application, Microsoft Office Suites and Google Chrome. Beginning level word processing to be used in private, nonprofit and government work environments.

Course Objectives

The student will be able to:

- Utilize Microsoft Word application
- Increase typing speed
- Utilize Function keys and insert commands into documents or Microsoft Word commands
- Utilize graphic/clip art functions in variety of documents
- Utilize "Save As" function and send as attachment
- Store and file documents in different formats
- Retrieve documents from a flash drive, internet, hard drive and other platforms
- Familiarize with other data processing applications
- Utilize Google Chrome

Course Content

- Utilize Microsoft Word application
 - Typing
 - Tabs and Ribbons
 - Function commands
 - Spell check
 - Format and page set-up
- Increase typing speed
 - Typing tutorial programs
- Utilize Function keys and insert commands into documents

- Inserting and editing images on a document
- Copy and paste an image from the internet
- Save an image from the internet and retrieve it for the document
- New file folders
- Save hard drive, USB, Google Docs
- Store and file documents in different formats
- Retrieval of documents
- Utilize graphic/clip art functions in variety of documents
 - Graphic functions
 - Sizing
- Utilize "Save As" function and send as attachment
 - Mechanics in variety of protocols types
- Store and file documents in different formats
 - Organization
 - Desktop
- Utilize Google Chrome
 - Data processing
 - Attachments
 - Store and file docs
 - Send attachments

Lab Content

Not applicable.

Special Facilities and/or Equipment

- Accessible classroom with computer, monitor and printer.
- Computer laboratory facilities with Macintosh or personal computer.

Method(s) of Evaluation

- Class participation
- Team assignments
- Classroom assignments and projects
- Typing practice
- Homework
- Quiz and final exam

Method(s) of Instruction

- Demonstration
- Web tutorials
- Lecture
- Cooperative learning
- Peer demonstration
- Homework

Representative Text(s) and Other Materials

Lambert, Joan. Word 2019 Step by Step, 1st ed.. 2019.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- Hard copy and web tutorial instructions on variety of learning concepts and practices in using Microsoft Word.
- Reflection essays on field trips, class discovery, guest speakers.
- Creation of fliers to be used for the promotion of various internship sites.
- Reading online tutorials to reinforce Microsoft Word functions.

Discipline(s)

Developmental Disabilities: Disabled Students Program and Services