

ITSC 115: COMPUTER LITERACY 1 (MICROSOFT WORD & EXCEL)

Foothill College Course Outline of Record

Heading	Value
Units:	0.5
Hours:	6 lecture, 6 laboratory per quarter (12 total per quarter)
Prerequisite:	Completion of recognized sound and communication apprenticeship or equivalent and recent employment as an installer/technician in the sound and communication industry.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Description

Covers the fundamentals of Microsoft Word and Excel; how to navigate the software, write, edit, format, create spreadsheets and use formulas.

Course Objectives

The student will be able to:

- Navigate the ribbon
- Describe how to change the font
- Demonstrate how to insert a picture
- Explain how to insert a shape
- Demonstrate using a number format
- Insert a table
- Demonstrate how to save and print a document

Course Content

- Word
 - Introduction (Lec)
 - Saving (Lec and Lab)
 - Desktop/local file vs. network drive
 - Folder vs. file
 - Creating folders
 - Renaming folders
 - Save/Save As
 - Edit text (Lec and Lab)
 - Undo/Redo
 - Cut
 - Copy
 - Paste
 - Find/Replace
 - Format Text (Lec and Lab)
 - Font
 - Color
 - Size

- Style
- Creating bulleted lists (Lec and Lab)
- Creating numbered lists (Lec and Lab)
- Layout (Lec and Lab)
 - Portrait vs. landscape
- Printing (Lec and Lab)
 - Excel
 - Introduction (Lec)
 - Similarities to Word
 - Data entry (Lec and Lab)
 - Auto fill
 - Formulas (Lec and Lab)
 - Sum
 - Product
 - Etc.
 - Formatting (Lec and Lab)
 - Cell height
 - Cell width
 - Merged cells
 - Views (Lec and Lab)
 - Normal
 - Page break
 - Page layout
 - Freeze panes
 - Worksheets (Lec and Lab)
 - New worksheet
 - Renaming worksheet
 - Printing (Lec and Lab)

Lab Content

- Work individually and in teams with Microsoft Word and Excel.
- Students will create Word documents and Excel spreadsheets.
- Students will demonstrate their skills completing Microsoft Word and Excel lab exercises.

Special Facilities and/or Equipment

- Computer lab.
- When taught via Foothill Global Access, on-going access to email software and hardware; email address.

Method(s) of Evaluation

- Results of assessments
- Results of quizzes and tests
- Discussion participation

Method(s) of Instruction

- Lecture
- Group discussion
- Demonstration
- Computer lab

Representative Text(s) and Other Materials

Handouts and/or worksheets provided by course instructor.

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

A. Reading assignments:

1. Read Microsoft Word lab exercise worksheet; follow directions
2. Read Microsoft Excel lab exercise worksheet; follow directions

B. Writing assignments:

1. Create a Word document that could be used to convey instructions for a specific task on a jobsite
2. Create an Excel spreadsheet that would be useful to track a work-related item, such as jobsite hours, individual hours, task completions, or materials

Discipline(s)

Telecommunication Technology