

LINC 62: CLOUD-BASED WORD PROCESSING TOOLS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2023
Units:	1
Hours:	1 lecture per week (12 total per quarter)
Advisory:	Basic computer skills and knowledge of Macintosh or Windows operating systems; basic skills and knowledge using web browsers, email, bookmarking, searching, and downloading; not open to students with credit in LINC 270.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- A successful student will be able to demonstrate MS Word editing and formatting techniques such as changing font color, style, and size.
- A successful student will demonstrate how to create, save, and print a file.
- A successful student will explain terminology associated with word processing.

Description

Provides hands-on experience using cloud-based word processing programs. Topics include: formatting techniques for reports, letters, or creative projects (e.g., flyers, brochures, information graphics); editing tools; using styles; creating section breaks; inserting text boxes, graphic objects, and multimedia; creating tables; working with headers and footers; merging documents; collaboration and other advanced features.

Course Objectives

The student will be able to:

1. Create, save, and export documents using cloud-based word processing software
2. Create and modify tables within documents
3. Create merge documents for form letters, labels, and envelopes
4. Insert graphic objects into word processing documents
5. Use tools, such as Thesaurus, Grammar Checker, and Track Changes, to improve documents
6. Apply basic graphic design principles to word processing documents

Course Content

1. Create documents
 - a. Use basic editing and formatting options
 - b. Use help features in software
 - c. Use intermediate editing and formatting options, such as header, footer, columns, sections, indents, paragraph styles
 - d. Share documents across platforms
2. Tables
 - a. Table menu
 - b. Add/Delete/Merge table components
3. Merge documents
 - a. Mail merge management
 - b. Letters, envelopes, and label merges
 - c. Creating and adapting templates
4. Graphic objects
 - a. Word Art
 - b. Shapes
 - c. Images
5. Use tools to improve documents
 - a. Word processing tools and the writing process
 - b. Collaborating with cloud-based word processing tools
6. Graphic design principles
 - a. Contrast
 - b. Repetition
 - c. Alignment
 - d. Proximity
 - e. Revising documents using design principles

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When offered on/off campus: Lecture room equipped with projector, whiteboard, and a demonstration computer connected online. Computer laboratories equipped with computers or laptops with internet access.
2. When taught via the internet: Students must have current email accounts and ongoing access to computers with web browsing capability and internet access.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Developing word processing documents with varied purposes and formats
 Presenting projects to peers and evaluating peer projects
 Making constructive contributions to class discussions and project reviews

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture presentations delivered in student-centered learning style, during which students take notes, follow demonstrations, or complete an activity

Facilitated discussions of live presentations, readings, or video presentations
Student presentations in small group and whole class situations

Representative Text(s) and Other Materials

Instructor-assigned notes, materials, and resources, including instructional materials, open education resources, multimedia, and websites.

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

1. Reading assignments include analysis of texts, selected examples, and student projects
2. Writing assignments include a course project and multiple developmental projects, reflections, discussion responses, and peer feedback on projects
3. Outside assignments include project planning and development, participation in online peer collaboration activities, and project development through an iterative process

When taught online, these methods may take the form of multimedia and web-based presentations. Assignments will be submitted online as well.

Discipline(s)

Instructional Design/Technology