

# LINC 62: CLOUD-BASED WORD PROCESSING TOOLS

## Foothill College Course Outline of Record

Heading	Value
<b>Units:</b>	1
<b>Hours:</b>	1 lecture per week (12 total per quarter)
<b>Advisory:</b>	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.
<b>Degree &amp; Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	CSU
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- A successful student will demonstrate how to create, save, and print a file.
- 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 explain terminology associated with word processing.

## Description

Provides hands-on experience using cloud-based word processing programs like Microsoft Word, Google Docs and Apple Pages. 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; and merging documents; using Track Changes for collaboration and other advanced features.

## Course Objectives

The student will be able to:

- Create, save, and print documents using cloud-based word processing software, such as Microsoft Word (Office 365), Google Docs and Apple Pages
- Create and modify tables
- Create merge documents for form letters, labels and envelopes
- Insert graphic objects
- Demonstrate the use of tools, such as Thesaurus, Grammar Checker and Track Changes
- Apply basic graphic design principles to word processing documents

## Course Content

- Create, save, and print documents using cloud-based software, such as Microsoft Word (Office 365), Google Docs, and Apple Pages
  - Use basic editing and formatting options
  - Use help features in software
  - Use intermediate editing and formatting options, such as header, footer, columns, sections, indents, paragraph styles
  - Share documents across platforms and software versions
- Create and modify tables
  - Table menu
  - Add/Delete/Merge table components
- Create merge documents for form letters, labels and envelopes
  - Mail merge manager
  - Letters, envelopes
  - Letter wizard
- Insert graphic objects
  - Text boxes
  - Shapes
  - Pictures
  - Video
- Demonstrate the use of tools, such as Thesaurus, Grammar Checker and Track Changes
  - Word processing in the writing process
  - Teaching and learning with cloud-based word processing tools
- Graphic design principles
  - Contrast
  - Repetition
  - Alignment
  - Proximity
  - Type
  - Shape

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

- When offered on/off campus: Lecture room equipped with overhead projector, white/black board, and a demonstration computer connected online. Computer laboratories equipped with online PCs and Macintosh computers, network server access, and printers.
- When taught via Foothill Global Access on the Internet: Students must have currently existing email accounts/email address and ongoing access computers with email software, GUI web browsing capability, FTP program, and access to the World Wide Web.

## Method(s) of Evaluation

The student will demonstrate proficiency by:

- Developing a word processing document for term paper, creative project, multimedia report
- Presenting their project to peers and evaluating peer projects
- Making constructive contributions to class discussions and project reviews

## Method(s) of Instruction

During periods of instruction the student will be actively engaged in:

- Writing notes, listening, and participating in lecture presentation and class discussion using the terminology of the software product and publishing industry.

- B. Observing an instructor-led demonstration and student practice of software and hardware techniques.
- C. In-class presentations and peer review to critique class projects.

## **Representative Text(s) and Other Materials**

Instructor-assigned notes and materials.

When course is taught online: Additional information, notes, handouts, syllabus, assignments, tests, and other relevant course material will be delivered by email and on the World Wide Web, and discussion may be handled with internet communication tools.

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

- A. Each class session requires the student to read and analyze selected websites or student projects related to that session's topics.
- B. Each session's topic requires a written response to a prompt that is turned in for instructor or peer review. Each prompt is designed to be a draft of a section of the student's completed project. Instructor feedback should be reflected in the final product.

## **Discipline(s)**

Instructional Design/Technology