

OUTCOMES BASED LEARNING MATRIX

Course: CTIM102 - Beginning Word (1 credit, 15 hours)

Department: Computer Technology and Information Management

While completing the table below, remember that the individual outcomes you list in the first column should answer this question: **What must the learner know and be able to do at the end of the course?** Items in the third column should answer the question: **How do we know?** The second column is where teachers can be most creative; it's for pedagogy. Each rectangle in column one should contain just one outcome; the corresponding rectangles in columns two and three, however, may contain more than one item. Using the code at the end of the matrix, indicate the core competencies being strengthened by the outcomes activities and the assessment tools.

Course Description: This course presents the basic features of Microsoft Word. Students will learn how to prepare documents of various types by formatting characters, paragraphs, and pages. In addition, students will also learn how to insert objects/graphics and create tables.

*COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
<p>At the end of this course, the student will be able to produce letters, reports, and other documents using the following features of Word word-processing software:</p> <p>1. create and save a new document</p> <p>2. edit text</p>	<p>1. a. Start Word and identify parts of the Word window (CCT) b. Begin a new document and display formatting marks (CCT) c. Enter text and insert blank lines (CCT) d. Create folders for document storage and save a document (CCT)</p> <p>2. a. Edit text with delete and backspace keys (CCT) b. Insert new text (CCT)</p>	<p>1. Quiz/test on terminology and content. (CCT) 2. Demonstrate to instructor (CCT) 3. Hands-on application assignments completed in-class, online and out-of-class. (CCT) 4. Hands-on application tests completed in class. (CCT)</p> <p>Referenced above</p>

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3. select, delete, and format text	3. a. Select and delete text (CCT) b. Change font and font size (CCT) c. Add emphasis to text (CCT)	Referenced above
4. print a document	4. a. Preview a document (CCT) b. Print a document (CCT)	Referenced above
5. navigate the Word window	5. a. Open and close an existing document (CCT) b. Insert existing text into a new document (CCT) c. Navigate a document (CCT) d. Change document views (CCT) e. Use the zoom slider (CCT) f. Split windows and arrange panes (CCT)	Referenced above
6. use the spelling and grammar checker	6. a. check individual spelling and grammar errors (CCT) b. check spelling and grammar errors in an entire document (CCT)	Referenced above
7. close a document/Word	7. a. close a document and close Word (CCT)	Referenced above
8. change document and paragraph layout	8. a. set margins (CCT) b. align text (CCT) c. change line spacing (CCT)	Referenced above

	<ul style="list-style-type: none"> d. add spaces after paragraphs (CCT) e. use the format painter (CCT) 	
9. change and reorganize text	<ul style="list-style-type: none"> 9 a. find and replace text (CCT) b. cut, copy, and paste text (CCT) c. move text to a new location (CCT) d. undo and redo changes (CCT) e. insert a nonbreaking space and hyphen (CCT) f. enter a line break (CCT) 	Referenced above
10.create and modify lists	<ul style="list-style-type: none"> 10.a. create a bulleted list (CCT) b. use AutoFormat to create a numbered list (CCT) c. format lists (CCT) d. customize bullets (CCT) 	Referenced above
11.insert and format headers and footers	<ul style="list-style-type: none"> 11. a. insert and format page numbers (CCT) b. insert current date and time (CCT) c. create and format headers and footers 	Referenced above
12.insert frequently used text	<ul style="list-style-type: none"> 12. a. record AutoCorrect Entries 	Referenced above

13.insert and format references	(CCT) b. insert symbols (CCT) 13. a. insert footnotes (CCT) b. modify a footnote style (CCT) c. add a citation (CCT) d. create a reference page (CCT) e. manage document properties (CCT)	Referenced above
14.insert and format graphics	14. a. insert Clip Art (CCT) b. insert WordArt (CCT) c. insert pictures from files (CCT) d. resize/move a graphic (CCT) e. wrap text around a graphic (CCT) f. apply a picture style (CCT) g. add a page border (CCT)	Referenced above
15.set tab stops	15. a. set, format, use, move, and remove tab stops (CCT) b. use click and type (CCT)	Referenced above
16.insert and modify text boxes and shapes	16. a. insert, move, resize, and format a text box(CCT) b. insert a predefined shape (CCT)	Referenced above
17.create and format a table	17. a. create and enter text into a table (CCT)	Referenced above

	<ul style="list-style-type: none"> b. add a row to a table (CCT) c. change the width of a column within a table (CCT) d. convert text to a table (CCT) e. format text in cells (CCT) f. change the table border (CCT) g. center a table (CCT) h. merge cells (CCT) i. apply a predefined format to a table (CCT) 	
To strengthen Core Competencies** in order to increase success in this and other courses and in the workplace.	Referenced above	Referenced above.

*Try to express an outcome as an infinitive phrase that concludes this sentence: **At the end of the course, the students should be able to . . .** Finding the line between too general and too specific can be difficult. In an English Composition course, for instance, it is probably too general to say, "The student should be able to write effective essays." It is probably too specific to say, "The student should be able to write an introductory paragraph of at least 50 words, containing an attention-getting device, an announcement of the narrowed topic, and an explicit thesis sentence." Just right might read, "The student will write introductions that gather attention and focus the essay."

** Indicate the Core Competencies that apply to the outcomes activities and assessment tools: critical and creative thinking (CCT); oral communications (OC); quantitative literacy (QL); information literacy (IL); written communication (WC); civic engagement (CE); integrative learning (IG); global learning (GL)

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