



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	PASS
Course Number:	534
Descriptive Title:	Microsoft Office: Basic Word
Division:	Library, Academic Support, and Noncredit
Department:	Pathways to Academic Success
Course Disciplines:	Computer Information Systems
Catalog Description:	This noncredit course introduces students to the fundamental features of Microsoft Word. Students learn to create, edit, format, save, and print documents while navigating the Word interface, including the ribbon, backstage view, and basic tools. The course also covers text formatting and page layout techniques to produce professional-looking documents.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	.89 to 2.78
Hours Laboratory (per week):	0
Outside Study Hours:	1.78 to 5.56
Total Course Hours:	16 to 50
Course Units:	0
Grading Method:	Pass/No Pass only
Credit Status:	Noncredit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	

Cal-GETC:	
Term:	
Other:	
Student Learning Outcomes:	Upon completion of this course, students will be able to: 1. create and save a Microsoft Word document using appropriate file management techniques. 2. format text in a Word document by applying font styles, alignment, and basic formatting tools. 3. set up page layout in a Word document by adjusting margins, inserting headers/footers, and applying page numbering.
Course Objectives:	1. Navigate the Microsoft Word interface, including the ribbon, backstage view, and basic tools. 2. Create, open, save, and print Word documents using appropriate file management practices. 3. Enter, edit, and revise text using basic word processing features such as AutoCorrect, spellcheck, and find/replace. 4. Format text and paragraphs using font styles, alignment, and built-in styles. 5. Modify document content using editing tools such as cut, copy, paste, and undo/redo. 6. Apply page layout features, including margins, orientation, headers/footers, and page numbering. 7. Use basic document viewing and navigation tools, including zoom, views, and search functions.
Major Topics:	I. Learning Basic Word Skills 1. Opening Word 2. Finding the Backstage 3. Changing Word Option 4. Exploring Ribbons 5. Popping Out Dialog Boxes 6. Personalizing the Quick Access Toolbar 7. Customizing the Status Bar II. Beginning and Ending Documents 1. Starting a Document 2. Using a Template 3. Saving a Document 4. Closing a Document 5. Opening a Document 6. Sharing a Document 7. Printing a Document III. Performing Basic Word Activities 1. Switching Views 2. Changing Page Movement 3. Altering Page Zoom 4. Using Search 5. Spellchecking 6. Accessing Show/Hide IV. Typing Text 1. Using autoformats 2. Learning AutoCorrect

	3. Selecting Text 4. Correcting Text 5. Counting Words 6. Finding Better Words 7. Typing Dashes V. Changing the Document 1. Utilizing Undo, Redo, and Repeat 2. Cutting, Copying, and Pasting text 3. Opening a Clipboard 4. Dragging and Dropping Contents 5. Finding and Replacing Information VI. Formatting Contents 1. Formatting Font 2. Enhancing Text 3. Aligning Paragraphs 4. Painting Formats 5. Applying Styles 6. Creating a Style 7. Modifying a Style VII. Establishing the Page Layout 1. Adjusting Margins 2. Changing Paper Details 3. Including Headers and Footers 4. Numbering Pages 5. Incorporating Column 6. Inserting Page Breaks VIII. Word Summary 1. Review of Word Sub-topics in this outline
Total Lecture Hours:	16 to 50
Total Laboratory Hours:	
Total Hours:	16 to 50
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	Create a new document in Word. Open it, name it and save it in a folder on OneDrive.
Critical Thinking Assignment 1:	Using Word, write a letter to your classmate discussing three new skills you learned in class. Use spell check to review your spelling, punctuation and grammar. Bold print your name at the bottom of the paragraph.
Critical Thinking Assignment 2:	Using Microsoft Word, create a one-page document titled <i>"My Favorite Hobby."</i> Type at least one paragraph (5–7 sentences) describing your hobby. Format the document by changing the font style and size, centering the title, and aligning the paragraph to the left. Add a header with your name and insert page numbering at the bottom of the page. Adjust the page margins to 1 inch on all sides, then save and print the document.

Other Evaluation Methods:	Class Performance, Homework Problems
Instructional Methods:	Demonstration, Discussion, Lecture, Multimedia presentations
If other:	
Work Outside of Class:	Problem solving activity, Skill practice, Study
If Other:	
Up-To-Date Representative Texts:	
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	

Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Linda Cooks
Date:	11/16/2023
Original Board Approval Date:	04/15/2024
Last Reviewed and/or Revised by:	Matt Kline
Date:	03/19/2026
Last Board Approval Date:	05/20/2026
Effective Term:	FA 2026