CS 160.11C Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 160.11C   Title: MS WORD LEVEL 3
Full Title: Intro to MS Word for Win, Level 3, for Office Professionals
Last Reviewed: 2/28/2000

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	8.00	2	Lecture Scheduled	16.00
Minimum	0.50		Lab Scheduled	0	1	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	8.00		Contact Total	16.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00   Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 162.1C

Catalog Description:
Students will create mailing labels and lists using data documents created in Word, create and modify form templates, create help messages and macros, and create and use online forms. Formerly BOT 86.20B.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of CS 160.11B (or BOT 162.1B)

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will create mailing labels and lists using data documents created in Word, create and modify form templates, create help messages and macros, and create and use online forms. (Formerly BOT 86.20B) (P/NP Only)
Prerequisites/Corequisites:
Recommended: Course Completion of CS 160.11B (or BOT 162.1B)
Limits on Enrollment:

Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The student will:
1. Create data documents and main documents
2. Sort and merge records to create form letters
3. Merge ranges of data records
4. Create mailing labels and catalogs
5. Sort information in columns and tables
6. Create, run, and edit macros
7. Copy, rename, and delete a simple macro
8. Create new forms and add field names
9. Organize forms using tables
10. Insert form fields using check box form fields and drop-down form fields
11. Change fonts and column widths and enhance tables in forms
12. Create status bar help messages and Help window help messages
13. Enter data into online forms and update calculation form field

Topics and Scope:

1. Create Data Documents and Main Documents
   A. Create data documents, define data fields, and enter data records
   B. Create main documents
2. Create Letters
   A. View merged data records
   B. Sort and merge records to create form letters
   C. Merge ranges of data records
3. Create Mailing Labels and Catalogs
   A. Create mailing labels; sort and merge records
   B. Create catalog main documents and enhance lists

4. Sorting Information
   A. Sort paragraphs
   B. Sort information in columns
   C. Sort information within tables as well as for entire tables
5. Using Macros
   A. Create, run, and edit macros
   B. Copy, rename, and delete macros
6. Create Forms
   A. Create new forms
   B. Organize forms using tables
   C. Add field names
7. Inserting Form Fields
   A. Insert text form fields for regular text, dates, numbers, and calculations
   B. Insert check box form fields
   C. Insert drop-down form fields
8. Modifying Forms
   A. Change fonts and column widths
   B. Enhance tables in forms
   C. Protect forms
9. Creating Help Mesages
   A. Create status bar help messages
   B. Create Help Window help messages
10. Using Online Forms
   A. Enter data into online forms
   B. Update calculation form fields

Assignment:

Completion of exercises and drills.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Application problems

Problem solving
20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions		Skill Demonstrations 20 - 75%

Exams: All forms of formal testing, other than skill performance exams.

None		Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, class participation, staying on task.		Other Category 5 - 30%

Representative Textbooks and Materials:
Word: Merges, Macros, and Forms, ComputerPrep, 1998.