CS 60.11C Course Outline as of Fall 2010

CATALOG INFORMATION

Dept and Nbr: CS 60.11C   Title: ADV MICROSOFT WD
Full Title: Advanced Microsoft Word
Last Reviewed: 11/26/2001

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	1.50		Lecture Scheduled	1.00	17.5	Lecture Scheduled		17.50
Minimum	1.50		Lab Scheduled	1.50	2	Lab Scheduled		26.25
			Contact DHR	0		Contact DHR		0
			Contact Total	2.50		Contact Total		43.75
			Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: BOT 73.12C

Catalog Description:
Designed for the office professional or other serious personal computer user. Emphasizes use of advanced desktop publishing features, creation of advanced tables and use of Microsoft Graph, advanced mail merge, and design of advanced macros.

Prerequisites/Corequisites:

Recommended Preparation:
CS 60.11B (formerly BOT 73.12B) or equivalent knowledge

Limits on Enrollment:

Schedule of Classes Information:
Description: Emphasizes use of advanced desktop publishing features, creation of advanced tables and use of Microsoft Graph, advanced mail merge, and design of advanced macros.
(Grade or P/NP)
Prerequisites/Corequisites:
Recommended: CS 60.11B (formerly BOT 73.12B) or equivalent knowledge
Limits on Enrollment:

Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
A successful student in Advanced Word should be able to:
1. Analyze the components of a successful marketing piece and use Word to design and create brochures and fliers
2. Choose graphics and pull quotes to design a magazine article
3. Design and create fill-in forms
4. Create a table including mathematical calculations
5. Organize mail merge documents to include fill-in data and formulas
6. Restructure templates to include advanced macros

Topics and Scope:

Lecture, discussion, and application material:
1. Analyzing the components of a successful marketing piece and using Word to design and create brochures and fliers.
   A. Using the brochure template
   B. Inserting previously created text into a document and/or frame
   C. Creating a shadow border and caption
   D. Rotating and reversing text
   E. Selecting and inserting graphics into marketing piece(s)
2. Choosing graphics and pulling quotes to design a magazine article
   A. Creating frame for pull quote text
   B. Experimenting with columns of different widths
   C. Creating headers/footers for odd and even pages
   D. Designing a drop cap
3. Designing and creating fill-in forms
   A. Customizing a form template
   B. Assigning a macro to a form field
4. Creating a table including mathematical calculations
   A. Creating a form using the table feature

B. Writing formulas to perform calculations in a table
C. Linking Excel data into a table
D. Repeating table headings in a multiple page table
5. Organizing mail merge documents to include fill-in data and formulas
   A. Linking a graphic image to a main document
   B. Using If fields
   C. Inserting a data source from an Excel spreadsheet
   D. Designing user input in a merged letter
   E. Creating a header source and importing data into a data source
   F. Creating and designing a bookmark field
6. Restructuring templates to include advanced macros
   A. Designing, editing, and debugging macros
   B. Using variables and requesting user input in a macro
   C. Developing conditional statements (If, Then, Else) in a macro
   D. Recording both mouse actions and keystrokes while editing a macro

Assignment:

Practice and demonstrate features from the above objectives.

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.

Homework problems	Problem solving 40 - 70%

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

Class performances	Skill Demonstrations 30 - 60%

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.

None		Other Category 0 - 0%

Representative Textbooks and Materials:
Microsoft Word 2000, Katie Layman, Prentice-Hall, 2000.