

**CATALOG INFORMATION**

Dept and Nbr: BOT 73.12B      Title: MS WORD EXPERT  
Full Title: MS Word--Expert Level for the Office Professional  
Last Reviewed: 3/27/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	3.00	2	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 72.00

Title 5 Category: AA Degree Applicable  
Grading:                Grade or P/NP  
Repeatability:        06 - 4 Units Within 4 Semesters  
Also Listed As:  
Formerly:

**Catalog Description:**  
Designed for the office professional who desires to increase productivity by using advanced features and formats. Includes: advanced formatting; footnotes & endnotes; workgroup editing; columns; calculating tabular information; forms; inserting graphics; macros; and mail merge. Formerly BOT 78.4.

**Prerequisites/Corequisites:**  
Course Completion or Current Enrollment in CS 60.1A ( or CS 60.11A or BOT 73.12A)

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Designed for the office professional who desires to increase productivity by using advanced features and formats. Includes: Advanced formatting; footnotes and endnotes; workgroup editing; columns; calculating tabular information; forms; inserting graphics; macros; and mail merge. Formerly BOT 78.4. (Grade or P/NP)  
Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 60.1A ( or CS

60.11A or BOT 73.12A)

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: 4 Units Within 4 Semesters

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>			Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 2000	Inactive:	
<b>UC Transfer:</b>		Effective:		Inactive:	

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Students will be able to:

1. Use advanced formatting
2. Use page numbers, headers, and footers
3. Use footnotes and endnotes
4. Use workgroup editing
5. Use columns
6. Calculate tabular information
7. Use charts
8. Use forms
9. Apply borders and shading
10. Insert graphics and special characters
11. Use macros
12. Generate a mail merge
13. Use sort
14. Generate reference documents
15. Manage files

### **Topics and Scope:**

1. Advanced formatting
  - A. Use text flow options
  - B. Use non-breaking spaces
2. Page numbers, headers and footers
  - A. Create watermarks
  - B. Format first page differently than subsequent pages
3. Footnotes and endnotes

- A. Create and revise footnotes and endnotes.
- 4. Workgroup editing
  - A. Track changes to a document
  - B. Insert comments
  - C. Route documents
  - D. Create multiple versions of a document
  - E. Create master documents
- 5. Columns
  - A. Balance column length
  - B. Keep text in columns together
- 6. Calculations
  - A. Import and modify worksheets in a table.
  - B. Perform calculations in a table.
  - C. Create worksheets in a table.
- 7. Charts
  - A. Create and modify charts
  - B. Import data into charts
- 8. Forms
  - A. Create and modify a form
  - B. Create catalogs and lists
- 9. Borders and shading
  - A. Create and modify page borders
  - B. Apply paragraph and section shading
- 10. Graphics and special characters
  - A. Add, delete and position graphics.
  - B. Change page orientation
  - C. Insert fields and special characters
- 11. Macros
  - A. Record and run macros
  - B. Edit macros
  - C. Copy, rename and delete macros
  - D. Use macros to create templates
- 12. Mail merge
  - A. Merge a document using variable data
- 13. Sort
  - A. Sort lists, paragraphs, tables
  - B. Sort records to be merged
- 14. Reference documents
  - A. Create and modify a table of contents
  - B. Create and modify an index
  - C. Create cross-reference
  - D. Use bookmarks
- 15. Managing files
  - A. Protect documents
  - B. Add comments to the file properties

**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.

Homework problems, Exams

Problem solving  
20 - 50%

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

Performance exams

Skill Demonstrations  
40 - 50%

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

Multiple choice, True/false

Exams  
5 - 20%

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

Attendance/participation

Other Category  
0 - 10%

## Representative Textbooks and Materials:

Word Expert MOUS Essentials, QUE E & T, 1999.