CS 60.11B Course Outline as of Spring 2010

CATALOG INFORMATION

Dept and Nbr: CS 60.11B   Title: MS WORD, EXPERT
Full Title: Microsoft Word, Expert
Last Reviewed: 3/27/2023

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	4	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 73.12B

Catalog Description:
This course is designed to increase productivity by using advanced features and formats.
Includes: advanced formatting; footnotes and endnotes; collaborative editing; columns; styles,
shapes, and SmartArt; templates; table of contents and indexes; calculating tabular information;
forms; inserting graphics; macros; and mail merge using addresses and labels.

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: This course is designed to increase productivity by using advanced features and
formats. Includes: advanced formatting; footnotes and endnotes; collaborative editing;
columns; styles, shapes, and SmartArt; templates; table of contents and indexes; calculating
tabular information; forms; inserting graphics; macros; and mail merge using addresses and
labels.   (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: 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:	Transferable	Effective:	Fall 2000	Inactive:
UC Transfer:		Effective:		Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Decide upon and use appropriate advanced formatting options
2. Formulate page numbers, headers, and footers
3. Organize footnotes and endnotes
4. Utilize the features of collaborative editing to create new documents
5. Create columns
6. Calculate tabular information
7. Develop charts
8. Design forms
9. Construct borders and shading of varying designs
10. Arrange graphics and special characters
11. Originate and use macros
12. Generate a mail merge
13. Interpret and use sorting technique
14. Generate reference documents
15. Design templates
16. Assemble and use appropriate styles, shapes, and SmartArt
17. 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. 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 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.
Submission of assignments to an online drop box.
Final project uploaded online to demonstrate skills presented in class.

Multiple choice, online quizzes or tests.
Attendance and participation in classroom and/or online environment.

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 20 - 50%

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

Software functions and formatting	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:
Microsoft Office Word 2007: Comprehensive Course, by Jill Murphy and Russel Stolines, Labyrinth Publications, 2007.