

**CS 60.11B Course Outline as of Fall 2016****CATALOG INFORMATION**

Dept and Nbr: CS 60.11B Title: MS WORD, PART 2

Full Title: Microsoft Word, Part 2

Last Reviewed: 2/9/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

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 in Microsoft Word by using advanced features and formats.

**Prerequisites/Corequisites:**

Course Completion or Current Enrollment in CS 60.11A

**Recommended Preparation:**

Completion of BGN 101 or knowledge of the keyboard and ability to type by touch

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course is designed to increase productivity in Microsoft Word by using advanced features and formats. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 60.11A

Recommended: Completion of BGN 101 or knowledge of the keyboard and ability to type by touch

Limits on Enrollment:

Transfer Credit: CSU;

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

## **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:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

Upon completion of the course, students will be able to:

1. Use advanced features of Microsoft Word to create long and complex documents.
2. Use advanced editing and formatting techniques.

### **Objectives:**

Upon completion of the course, students will be able to:

1. Manage and share documents.
2. Design advanced documents.
3. Create advanced references.
4. Create custom Word elements.

### **Topics and Scope:**

#### I. Manage and Share Documents

- A. Prepare documents for review
- B. Use tracking: Set, display, and finalize all changes
- C. Manage comments and use markup options for proofing
- D. Password protect and set permission for documents
- E. Find and remove hidden data and personal information
- F. Manage different versions and multiple documents
- G. Create templates

#### II. Design Advanced Documents

- A. Apply advanced formatting techniques and layout
- B. Find and replace wildcard searches
- C. Use characters space options
- D. Add, copy, delete text boxes
- E. Create and break section links
- F. Create and apply advanced styles
- G. Assign and customize keyboard shortcuts
- H. Create outlines: Promote and demote, collapse and expand

- I. Use master-document and sub-document creation and management
- III. Create Advanced References
  - A. Create and manage forms
  - B. Add, modify and restrict custom fields
  - C. Create, perform, and manage mail merge operations
  - D. Create and manage long document
    - 1. Table of contents
    - 2. Table of figures
    - 3. Table of authorities
    - 4. Indexes
  - E. Advanced reference options for captions, footnotes, and citations
- IV. Create Custom Word Elements
  - A. Create, edit, manage, and copy
    - 1. Building blocks within and between documents
    - 2. Style sets within and between documents
    - 3. Custom themes within and between documents
    - 4. Templates within and between documents
  - B. Prepare a document using global content standards
  - C. Work with accessibility tools
  - D. Create and copy macros within and between documents

**Assignment:**

1. Completion of assignments, textbook exercises, and/or homework.
2. Final project to demonstrate skills presented in class.
3. 5-15 quizzes and Final exam
4. Attendance and participation in classroom and/or online environment.
5. Reading approximately 40-50 pages per week.

**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.

Assignments, textbook exercises and homework

Problem solving  
20 - 70%

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

Final project

Skill Demonstrations  
10 - 50%

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

5-15 quizzes and Final exam

Exams  
5 - 20%

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

Attendance and participation

Other Category  
0 - 20%

**Representative Textbooks and Materials:**

1. Microsoft Word 2013: Comprehensive. Murphy, Jill. Labyrinth Learning: 2014.
2. Microsoft Word 2010: Comprehensive. Mardar, Judy. Labyrinth Learning: 2011.