

CATALOG INFORMATION

Dept and Nbr: CS 60.11B      Title: MS WORD, PART 2  
Full Title: Microsoft Word, Part 2  
Last Reviewed: 3/27/2023

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>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>

<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
---------------	----------------------	-------------------	------------------

<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 2000	<b>Inactive:</b>
----------------------	--------------	-------------------	-----------	------------------

<b>UC Transfer:</b>		<b>Effective:</b>		<b>Inactive:</b>
---------------------	--	-------------------	--	------------------

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **Approval and Dates**

Version:	06	Course Created/Approved:	2/28/2000
Version Created:	12/8/2015	Course Last Modified:	6/3/2023
Submitter:	Kathryn Boyett	Course last full review:	3/27/2023
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	3/27/2023
Version Status Date:	2/9/2016	Semester Last Taught:	Spring 2023
Version Term Effective:	Fall 2016	Term Inactive:	Fall 2024

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should 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.

## **OTHER REQUIRED ELEMENTS**

### **STUDENT PREPARATION**

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	U	User Generated Text
Advisories-generate description:	U	User-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	Y	Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

### **BASIC INFORMATION, HOURS/UNITS & REPEATABILITY**

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Both Certificate and Major Applicable
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

### **SCHEDULING**

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

### **OTHER CODES**

Discipline:	Office Technologies	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	Y	<a href="#">Either online or hybrid, as determined by instructor</a>
Emergency Distance Ed Approved:	Y	<a href="#">Fully Online</a> <a href="#">Partially Online</a> <a href="#">Online with flexible in-person activities</a>
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0514.00	Office Technology/Office Computer Applic
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course

In-service:

N

Not an in-Service Course