

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: 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:

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:

Both Certificate and Major Applicable

Approval and Dates

Version:	06	Course Created/Approved:	2/28/2000
Version Created:	12/8/2015	Course Last Modified:	6/2/2024
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 2024
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	Either online or hybrid, as determined by instructor
Emergency Distance Ed Approved:	Y	Fully Online Partially Online Online with flexible in-person activities
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