

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:**  
In this course, students will learn to increase productivity in Microsoft Word by using advanced features and formats.

**Prerequisites/Corequisites:**  
Course Completion of CS 60.11A

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this course, students will learn to increase productivity in Microsoft Word by using advanced features and formats. (Grade or P/NP)  
Prerequisites/Corequisites: Course Completion of CS 60.11A  
Recommended:  
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	Effective:	Fall 2000	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Use advanced features, editing, and formatting techniques in Microsoft Word to create long and complex documents.
2. Complete mail merge with multiple data sources.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Manage and share documents.
2. Design advanced documents including mail merge.
3. Create advanced references.
4. Create custom Word elements.
5. Integrate Word with other Microsoft Office Suite programs.

### **Topics and Scope:**

- I. Use Mail Merge to Create Documents
  - A. Design a data source and main document
  - B. Enter and edit data source records
  - C. Work with merged fields
  - D. Create merged documents, envelopes, and labels
  - E. Sort and filter records in a data source
- II. 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. Track changes
  - E. Password protect and set permission for documents
  - F. Find and remove hidden data and personal information
  - G. Manage different versions and multiple documents
  - H. Create templates
- III. 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
  - J. Insert and manage multiple headers and footers in sections
- IV. Create Advanced Documents
- 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 documents
    - 1. Table of contents
    - 2. Table of figures
    - 3. Table of authorities
    - 4. Indexes
  - E. Use advanced reference options for captions, footnotes, and citations
- V. 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
- VI. Integrate Word with other Microsoft Office Programs
- A. Embed an Excel file in a Word document
  - B. Insert objects from other programs
  - C. Link charts and slides
  - D. Create, format, and edit charts

### **Assignment:**

1. Reading (approximately 40-50 pages/week).
2. Writing assignments (including business letters, reports, and a resume).
3. Weekly textbook exercises and/or homework.
4. Final project to demonstrate skills.
5. Quizzes and tests (5-15).
6. 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.

Writing assignments	Writing 5 - 20%
<b>Problem Solving:</b> Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.	
Weekly textbook exercises and/or homework	Problem solving 20 - 50%
<b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Final project	Skill Demonstrations 10 - 65%
<b>Exams:</b> All forms of formal testing, other than skill performance exams.	
Quizzes and tests	Exams 5 - 20%
<b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.	
Attendance; participation; discussions	Other Category 5 - 20%

### **Representative Textbooks and Materials:**

Illustrated Microsoft Office 365 and Word 2021 Comprehensive. 1st ed. Duffy, Jennifer and Cram, Carol. Cengage Learning. 2022.