

CATALOG INFORMATION

Dept and Nbr: CS 60.1B 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: CS 60.11B

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:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:

CSU Transfer:	Transferable	Effective:	Fall 2000	Inactive:
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UC Transfer:		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%
Problem Solving: 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%
Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Final project	Skill Demonstrations 10 - 65%
Exams: All forms of formal testing, other than skill performance exams.	
Quizzes and tests	Exams 5 - 20%
Other: 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.