

CS 60.11B Course Outline as of Spring 2011**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 by using advanced features and formats.

Includes: advanced formatting; footnotes and endnotes; collaborative editing; columns; styles, shapes, and SmartArt; templates; table of contents and indexes; calculating tabular information; forms; inserting graphics; macros; and mail merge using addresses and labels.

Prerequisites/Corequisites:

Course Completion or Current Enrollment in CS 60.1A (or CS 60.11A or BOT 73.12A)

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

Description: This course is designed to increase productivity by using advanced features and formats. Includes: advanced formatting; footnotes and endnotes; collaborative editing; columns; styles, shapes, and SmartArt; templates; table of contents and indexes; calculating tabular information; forms; inserting graphics; macros; and mail merge using addresses and labels. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 60.1A (or CS 60.11A or BOT 73.12A)

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:
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CSU Transfer:	Transferable	Effective:	Fall 2000	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

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

1. Use appropriate advanced formatting features
2. Create page numbers, headers, and footers
3. Organize footnotes and endnotes
4. Utilize the features of collaborative editing to create new documents
5. Create columns
6. Calculate tabular information
7. Develop charts
8. Design forms
9. Construct borders and shading of varying designs
10. Arrange graphics and special characters
11. Originate and use macros
12. Generate a mail merge
13. Interpret and use sorting technique
14. Generate reference documents
15. Design templates
16. Assemble and use appropriate styles, shapes, and SmartArt
17. Manage files

Topics and Scope:

1. Advanced formatting
 - A. Text flow options
 - B. Non-breaking spaces
 - C. Themes and page color

2. Page numbers, headers and footers
 - A. Watermarks
 - B. Formatting first page and sections differently from subsequent pages
3. Creating and revise footnotes and endnotes.
4. Workgroup editing
 - A. Tracking changes to a document
 - B. Inserting and deleting comments
 - C. Creating multiple versions of a document
 - D. Creating master documents
5. Columns
 - A. Balancing column length
 - B. Keeping text in columns together
 - C. Changing the space between columns
 - D. Using different presets of columns in one document
6. Tables
 - A. Applying table styles, borders, and shading
 - B. Importing and modifying worksheets in a table
 - C. Performing calculations in a table.
 - D. Creating worksheets in a table.
7. Charts
 - A. Creating and modifying charts
 - B. Importing data into charts
8. Forms
 - A. Creating and modifying a form
 - B. Creating catalogs and lists
9. Borders and shading
 - A. Page borders
 - B. Paragraph and section shading
10. Graphics and special characters
 - A. Adding, deleting and positioning graphics.
 - B. Page orientation
 - C. Inserting shapes, captions, and special characters
 - D. Styles and effects
 - E. Text boxes
11. Macros
 - A. Recording and running macros
 - B. Editing macros
 - C. Copying, renaming and deleting macros
 - D. Using macros to create templates
12. Mail merge
 - A. Using variable data
 - B. Modifying letters, envelopes, and labels
13. Sort
 - A. Text, lists, paragraphs, and tables
 - B. Data
14. Reference documents
 - A. Table of contents
 - B. Table of figures
 - C. Index
 - D. Cross-reference
 - E. Bookmarks
15. Managing files

- A. Protecting documents
- B. Adding comments to the file properties

Assignment:

Completion of exercises and drills.

Submission of assignments to an online drop box.

Final project uploaded online to demonstrate skills presented in class.

Multiple choice, online quizzes or tests.

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.

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.

Homework problems

Problem solving
20 - 50%

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

Software functions and formatting

Skill Demonstrations
40 - 50%

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

Multiple choice, true/false

Exams
5 - 20%

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

Attendance/participation

Other Category
0 - 10%

Representative Textbooks and Materials:

Microsoft Office Word 2007: Comprehensive Course, by Jill Murphy and Russel Stolines, Labyrinth Publications, 2007.