

Course Outline

COURSE: CSIS 132 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2017 **CURRICULUM APPROVAL DATE:** 04/26/2016

SHORT TITLE: INTERMEDIATE WORD

LONG TITLE: Intermediate Word Processing - MS Word

| <u>Units</u> | <u>Number of Weeks</u> | <u>Type</u> | <u>Contact Hours/Week</u> | <u>Total Contact Hours</u> |
|--------------|------------------------|-------------|---------------------------|----------------------------|
| 2 | 18 | Lecture: | 2 | 36 |
| | | Lab: | 0 | 0 |
| | | Other: | 0 | 0 |
| | | Total: | 2 | 36 |

COURSE DESCRIPTION:

This course covers formatting with macros and styles, mail merge techniques, sorting data in tables, preparing and protecting forms. These techniques will be applied to a variety of different documents: contracts, reports, surveys, manuscripts, and various types of letters. Other topics include working with shared documents in a workgroup, integrating applications and creating hyperlinks for workgroup settings using Microsoft Word. This course has the option of a letter grade or pass/no pass. **PREREQUISITE:** CSIS 126, Word Processing - MS Word

PREREQUISITES:

Completion of CSIS 126, as UG, with a grade of C or better.

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Prepare documents and labels using Merge Wizard.

Measure: projects, homework, demonstrations, quizzes

PLO: 1

ILO: 7,3,2,1

GE-LO:

Year assessed or anticipated year of assessment: 2009-10

2. Produce documents with tables, footnotes, images, indexes, and table of contents.

Measure: projects, homework, demonstrations, quizzes

PLO: 1

ILO: 7,2,3,5,1

GE-LO:

Year assessed or anticipated year of assessment: 2009-10

3. Prepare documents that use forms and change tracking.

Measure: projects, homework, demonstrations, quizzes

PLO: 1

ILO: 7,2,3,1

GE-LO:

Year assessed or anticipated year of assessment: 2009-10

4. Format documents that use paragraph controls and page formatting.

Measure: projects, homework, demonstrations, quizzes

PLO: 1

ILO: 7,2,3,5,1

GE-LO:

Year assessed or anticipated year of assessment: 2009-10

PROGRAM LEARNING OUTCOMES:

A.S. Degree or Certificate of Achievement in CSIS: Business Computer Applications Option. After completing this degree or certificate a student will be able to: (1) use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 04/26/2016

WEEK 1-3 6 HOURS

Lecture

Merging documents and sorting selected data

Using Merge Wizard

Preparing envelopes and labels

Preparing a directory using Mail Merge

Editing merge documents

Sorting text in paragraphs, columns, and tables

Selecting records

Formatting with special features

Using AutoText to save, insert, edit, and delete items

Homework

Read the chapters and do the documents in the chapters and exercises

Use Merge Wizard to produce labels and documents

Use sort to sort text in paragraphs, columns, and tables

Performance objectives

Prepare the sample documents in each chapter, and do the exercises assigned

Produce mail-merged documents

Produce documents sorted text in paragraphs, columns, and tables

WEEK 4-6 6 HOURS

Inserting non-breaking spaces

Inserting manual line breaks

Handling widows and orphans for paragraphs

Revealing formatting

Adding and formatting borders and shading

Finding and replacing special characters

Creating and changing footnotes and endnotes

Formatting pages in a document

Creating and balancing columns

Automatically summarizing a document

Homework

Read the chapters and do the documents in the chapters and exercises

Prepare documents that have manual line breaks, and widow and orphan paragraph controls.

Prepare documents that have footnotes, endnotes and columns

Performance objectives

Prepare the sample documents in each chapter, and do the exercises assigned

Produce documents that have manual line breaks, and widow and orphan paragraph controls.

Produce documents that have footnotes, endnotes and columns

WEEK 7-9 6 HOURS

Adding visual appeal to documents

Inserting and customizing images

Sizing and moving images

Formatting images

Creating watermarks

Downloading images and deleting images

Drawing shapes, lines, and AutoShapes

Using WordArt

Creating a dropped capital letter

Homework

Read the chapters and do the documents in the chapters and exercises

Prepare documents that have images and watermarks

Prepare documents that have shapes, lines, WordArt, and dropped capital letters.

Midterm tests, quizzes, or projects

Performance objectives

Prepare the sample documents in each chapter, and do the exercises assigned

Create documents that have images and watermarks

Create documents that have shapes, lines, WordArt, and dropped capital letters.

WEEK 10-12 6 HOURS

Formatting with macros and styles

Creating and using macros

Formatting text with styles

Creating, applying, and modifying styles

Assigning shortcut keys to a style

Removing and deleting a style

Creating a cross-reference

Navigating in a document

Homework

Read the chapters and do the documents in the chapters and exercises

Prepare documents that use macros and styles

Prepare documents that use cross-references

Performance objectives

Prepare the sample documents in each chapter, and do the exercises assigned

Create documents that use macros and styles

Create documents that use cross-references

WEEK 13-15 6 HOURS

Working with shared documents

Tracking changes to a document

Inserting comments

Creating multiple versions of a document

Sending and routing document

Creating a template

Creating master document and subdocuments

Creating a table of contents

Homework

Read the chapters and do the documents in the chapters and exercises

Prepare shared documents and documents with tracked changes

Prepare documents that use templates, master documents, and subdocuments.

Prepare documents that use comments and table of contents.

Performance objectives

Prepare the sample documents in each chapter, and do the exercises assigned

Create shared documents and documents with tracked changes

Create documents that use templates, master documents, and subdocuments.

Create documents that use comments and table of contents.

WEEK 16-17 4 HOURS

Creating an index

Creating a table of figures

Creating a table of authorities
Preparing and protecting forms
Creating a form, filling in a form, and printing a form
Creating tables in a form template
Protecting and securing documents
Sharing data
Performing calculations in a table
Importing data
Creating hyperlinks
Downloading, editing, and saving Web pages
Homework
Read the chapters and do the documents in the chapters and exercises
Prepare documents that have tables for figures and authorities
Prepare documents that use forms and calculations in tables
Prepare documents that have hyperlinks and use Web pages
Performance objectives
Prepare the sample documents in each chapter, and do the exercises assigned
Create documents that have tables for figures and authorities
Create documents that use forms and calculations in tables
Create documents that have hyperlinks and use Web pages
WEEK 18 2 HOURS
Final exam and final projects
ASSIGNMENTS:
Included in content section.

METHODS OF INSTRUCTION:

Lecture, discussion, demonstration

METHODS OF EVALUATION:

This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily:

Involves skill demonstrations or problem solving

The problem-solving assignments required:

Homework problems

Quizzes

Exams

The types of skill demonstrations required:

Class performance

Performance exams

The types of objective examinations used in the course:

Multiple choice

True/false

Matching items

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 0% - 0%
Problem-solving demonstrations: 10% - 30%
Skill demonstrations: 60% - 90%
Objective examinations: 10% - 30%
Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

Required:

Jennifer Duffy and Carol Cram. Microsoft Word 2010, Complete Version. Cengage, Year of Publication: 2011, or other appropriate college level text.

Reading level of text, Grade: 11th Verified by: D. Van Tassel

NOTE REGARDING TEXTBOOK DATE: The above textbook matches Gavilan College's current software. When the college converts to Microsoft 2013 then the department will adopt the 2013 textbook.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200630

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CSIS

CSU Crosswalk Course Number: 132

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000229390

Sports/Physical Education Course: N

Taxonomy of Program: 051400