This course will prepare students to use Microsoft Word to create professional documents. Topics include creating and formatting content, sharing and maintaining documents, applying page layout, and reusing content. In addition, students will also learn how to insert objects in a document, apply references and hyperlinks, and perform mail merge operations. This course, together with CBA G156, cover the skills needed to prepare for the Word Core Microsoft Office Specialist Exam (MOS).

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

• Keyboarding experience would be helpful.

ASSIGNED DISCIPLINES:

Business education
Office technologies (secretarial skills, office systems, word processing, computer applications, automated office training)

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: C

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]

Administrative Assistant(Associate in Arts)
Administrative Assistant(Certificate of Achievement)
Associate of Arts: Liberal Arts: Emphasis in Business and Technology(Associate in Arts)
Computer Business Applications(Associate in Arts)
Computer Business Applications(Certificate of Achievement)
Microsoft Office(Certificate of Specialization)

GE AND TRANSFER REQUIREMENTS MET:
COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. Create, edit, format, save, proof, and print documents using Microsoft Word.

2. Change the appearance of a Word document by applying font attributes, word wrap, tabs, borders, and columns.

3. Create, insert, and format lists, tables; convert text to a table.

4. Insert symbols, pictures, graphics, and other objects; format them to optimize visual appeal and/or conform to specific writing styles.

5. Insert comments, track changes, cite sources with footnotes and endnotes, cross-reference a document, add a reference table, and create a table of contents.

6. Perform a mail merge by selecting a main document, selecting and/or creating recipients, and inserting merge fields.

COURSE OBJECTIVES:

1. Create, edit, format, save, proof, and print documents using Microsoft Word.

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6. Perform a mail merge by selecting a main document, selecting and/or creating recipients, and inserting merge fields.

COURSE CONTENT:

LECTURE CONTENT:

A. Introducing Word and Organizing a Document
   1. How word processors work
      a. Word wrap
      b. Keyboard shortcuts to move around a document
      c. Toggle switches
      d. Page breaks
      e. Page numbers
      f. Cover pages
   2. Customizing Word
      a. Changing options to customize the window area
      b. Customizing the Ribbon and Quick Access Toolbar
      c. Customizing keyboard shortcuts
   3. Document Organization
      a. Using features that improve readability
      b. Inserting Headers and Footers
      c. Creating Sections
      d. Inserting a Watermark
      e. Checking spelling and grammar
      f. Displaying a document in different views
   4. Finalizing a Document
      a. Preparing a document for distribution
      b. Saving a document in compatible formats
c. Understanding backup options
d. Running the compatibility checker
e. Running the document inspector
f. Selecting printing options
5. Modifying Document Properties
   a. Customize document properties
6. Modifying print options

B. Document Presentation—Editing and Formatting
1. Text formatting features
2. Applying font attributes
   a. Selecting font options
   b. Setting character spacing
   c. Changing text case
   d. Applying text highlighting
3. Controlling Word Wrap
   a. Inserting non-breaking hyphens
   b. Inserting non-breaking spaces
4. Paragraph Formatting Features
   a. Setting Tabs
   b. Applying borders and shading
   c. Creating bulleted and numbered lists
   d. Formatting text into Columns
   e. Displaying nonprinting formatting marks
5. Applying Paragraph Formats
   a. Changing text alignment
   b. Indenting paragraphs
   c. Setting line and paragraph spacing
   d. Controlling widows and orphans
6. Styles
   a. Understanding Styles
   b. Creating and modifying Styles
   c. Using the Styles pane options
   d. Using the Outline view
7. Graphical Objects
   a. Formatting a graphical object
   b. Adjusting the height and width of an image
   c. Adjusting text wrapping
   d. Applying picture quick Styles
   e. Adjusting Graphic properties
   f. Inserting symbols into a document

C. Collaboration and Research
1. Document Revisions
   a. Inserting Comments in a document
   b. Adding a Comment
   c. Viewing, modifying, and deleting Comments
2. Tracking Changes in a document
   a. Selecting Markup Views
   b. Customizing Track Changes Options
3. Research Paper Basics
   a. Acknowledging a source
   b. Creating a source
   c. Sharing and searching for a source
   d. Creating a Bibliography
   e. Selecting the writing style
4. Creating and Modifying Footnotes and Endnotes

5. Research Paper Enhancements
   a. Inserting a Table of Contents and Index
   b. Creating a Table of Contents
   c. Creating an Index

6. Adding Other References Tables
   a. Assigning Figure Captions
   b. Inserting a Table of Figures
   c. Inserting a Table of Authorities
   d. Creating cross-references

D. Working with Tables and Mail Merge

1. Working with Tables
   a. Inserting a Table
   b. Inserting and deleting rows and columns
   c. Merging and splitting cells
   d. Changing row height and column width

2. Formatting a Table
   a. Applying Table Styles
   b. Selecting the Table position and alignment

3. Advanced Table Features
   a. Sorting and applying formulas to Table data
   b. Calculating using table formulas
   c. Sorting data in a table
   d. Converting text to a table

4. Mail Merge
   a. Selecting a main document
   b. Selecting or creating recipients
   c. Using Excel worksheets as a data source
   d. Using Access database as a data source
   e. Sorting and filtering records in a data source
   f. Inserting merge fields
   g. Merging a main document and a data source

LABORATORY CONTENT:

A. Organizing a document

   1. Establishing a word wrap
   2. Utilizing keyboard shortcuts to move around a document
   3. Performing toggle switches
   4. Inserting page breaks and page numbers
   5. Creating cover pages
   6. Changing options to customize the window area
   7. Customizing the Ribbon and Quick Access Toolbar
   8. Customizing keyboard shortcuts
   9. Using features that improve readability
   10. Inserting Headers and Footers
   11. Creating Sections
   12. Inserting a Watermark
   13. Using spellcheck and grammar check
   14. Displaying a document in different views
   15. Finalizing a document for distribution
   16. Saving a document in compatible formats
   17. Running the compatibility checker and document inspector
   18. Selecting printing options
   19. Customize document properties
20. Modifying printing settings  
B. Editing and formatting documents  
  1. Applying font attributes  
  2. Setting character spacing  
  3. Changing text case  
  4. Applying text highlighting  
  5. Inserting non-breaking hyphens and non-breaking spaces  
  6. Exploring formatting features: setting tabs, applying borders and shading, creating bulleted and numbered lists  
  7. Formatting text into columns  
  8. Displaying non-printing formatting marks  
  9. Applying paragraph formats  
10. Creating and modifying styles  
11. Formatting a graphical object  
12. Adjusting the height and width of an image  
13. Adjusting text wrapping  
14. Applying picture quick Styles  
15. Adjusting Graphic properties  
16. Inserting symbols into a document  
C. Document revisions  
  1. Inserting comments in a document  
  2. Viewing, modifying, and deleting comments  
  3. Tracking changes in a document  
  4. Selecting markup views  
  5. Customizing track changes options  
D. Research paper basics  
  1. Acknowledging a source  
  2. Creating a source  
  3. Sharing and searching for a source  
  4. Creating a bibliography  
  5. Selecting the writing style  
  6. Creating and modifying footnotes and endnotes  
  7. Research paper enhancements  
    a. Creating a table of contents  
    b. Creating an index  
  8. Adding other references tables  
  9. Assigning figure captions  
10. Inserting a table of figures  
11. Inserting a table of authorities  
12. Creating cross-references  
E. Working with tables  
  1. Inserting a table  
  2. Inserting and deleting rows and columns  
  3. Merging and splitting cells  
  4. Changing row height and column width  
  5. Formatting a table  
  6. Applying table styles  
  7. Selecting the table position and alignment  
  8. Sorting and applying formulas to table data  
  9. Calculating using table formulas  
10. Sorting data in a table  
11. Converting text to a table  
F. Working with mail merge  
  1. Selecting a main document  
  2. Selecting or creating recipients
3. Using Excel worksheets as a data source
4. Using Access database as a data source
5. Sorting and filtering records in a data source
6. Inserting merge fields
7. Merging a main document and a data source

METHODS OF INSTRUCTION:

A. Lecture:
B. Lab:
C. Online:
D. Independent Study:
E. Hybrid:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments
Textbook

Out-of-class Assignments
Additional projects may be completed to demonstrate further competence in using software applications.

Writing Assignments
Additional projects may be completed to demonstrate further competencies using software applications.

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Objective Examinations
Projects (ind/group)
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:
As students create various documents using WORD commands, they must explore alternatives and use critical thinking to apply knowledge of this software program and its operations to solve specific problem

Required Writing, Problem Solving, Skills Demonstration:
Additional projects may be completed to demonstrate further competencies using software applications.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. USB drives
2. Printer Paper

LIBRARY:

Adequate library resources include:
Comments: