COURSE OUTLINE OF RECORD

Number: CBA G157  
TITLE: WORD, Advanced

ORIGINATOR: Barbara Hawksley  
EFF TERM: Fall 2011

FORMERLY KNOWN AS:  
DATE OF OUTLINE/REVIEW: 03-02-2013

CROSS LISTED COURSE:  
TOP NO: 0514.00

SEMESTER UNITS: 2.0  
HRS LEC: 18.0  
HRS LAB: 27.0  
HRS OTHER: 0.0  
CONTACT HRS TOTAL: 45.0  
STUDY NON-CONTACT HRS RECOMMENDED: 36.0

CATALOG DESCRIPTION:
This course will prepare students to build on their knowledge of the basic and intermediate features of WORD to produce agendas, letterheads, envelopes, business cards, contact disk labels, calendars, flyers and announcements, brochures, and other specialty documents. Students will also work with templates, wizards, page layout, graphic features, Mail Merge, WordArt, and layout design to create desktop publishing documents. ADVISORY: Computer Business Applications G156

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:
- CBA G156: WORD, Intermediate

ASSIGNED DISCIPLINES:
- Computer science
- Office technologies (secretarial skills, office systems, word processing, computer applications, automated office training)

MATERIAL FEE: Yes [ ] No [X] Amount: $6.00

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(Certificate of Achievement)
- Administrative Assistant(Associate in Arts)
- Computer Business Applications( Associate in Arts)
- Computer Business Applications(Certificate of Achievement)

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

1. use WORD to manage desktop publishing files and document templates.
2. enhance the visual appeal of business and personal documents with variable page layouts using standardized type and graphic design elements along with WORD templates, styles, and clip art.
3. use basic type- and graphic-oriented design elements available with WORD to enhance the readability of multiple-page, portrait, or landscape documents such as letterheads, business cards, personal documents, flyers, brochures, promotional documents, charts, transparencies, presentation materials, newsletters, reports, and manuals.
4. demonstrate the ability to understand basic computing concepts and principles, and to successfully utilize common software applications.

COURSE OBJECTIVES:

1. Use basic type- and graphic-oriented design elements available with WORD to enhance the readability of multiple-page, portrait, or landscape documents such as letterheads, business cards, personal documents, flyers, brochures, promotional documents, charts, transparencies, presentation materials, newsletters, reports, and manuals.
2. Enhance the visual appeal of business and personal documents with variable page layouts using standardized type and graphic design elements along with WORD templates, styles, and clip art.
3. Use WORD to manage desktop publishing files and document templates.

COURSE CONTENT:

LECTURE CONTENT:

A. Understanding the Desktop Publishing Process
   1. Defining Desktop Publishing
   2. Initiating the Desktop Publishing Process
   3. Designing the Document
   5. Using WORD in Desktop Publishing
   6. Using the Internet for Free Templates, Clip Art, Tips, and Assistance

B. Preparing Internal Documents
   1. Understanding Basic Typography
   2. Choosing Fonts
   3. Using the Reveal Formatting Task Pane
   4. Adding Symbols and Special Characters to a Document
   5. Using Special Characters and Contrasting Fonts in Design
   6. Creating Documents Using Templates and Wizards
   7. Creating a Watermark
   8. Using the Drawing Canvas
   9. Inserting Bullets
   10. Preparing an Agenda

C. Creating Letterheads, Envelopes, and Business Cards
   1. Identifying the Purpose of Letterheads
   2. Using WORD’s Letterhead Templates
   3. Using the Microsoft OFFICE Template Gallery
   4. Designing Your Own Letterhead
   5. Using Text Boxes to Position Design Elements
   6. Creating Horizontal and Vertical Ruled Lines Using WORD’s Drawing Toolbar
   7. Creating Horizontal Lines Using the Borders Toolbar
   8. Using Smart Tags
   9. Refining Letter and Word Spacing
   10. Using WordArt for Interesting Text Effects
11. Creating Envelopes
12. Using AutoText to Store and Reuse Text and Graphics
13. Creating Business Cards

D. Creating Personal Documents
1. Creating a Compact Disc Label
2. Creating a CD Face Label
3. Creating a Personal Calendar
4. Arranging Drawing Objects To Enhance Personal Documents
5. Creating Personal Return Address Labels
6. Creating a Certificate
7. Using Handwriting In WORD

E. Creating Promotional Documents
1. Creating Flyers and Announcements
2. Planning and Designing Promotional Documents
3. Using WordArt for Interesting Text Effects
4. Using Graphics for Emphasis
5. Using Color in Promotional Documents
6. Adding Lines, Borders, and Special Effects To Text, Objects, and Pictures
7. Using the Drawing Gridlines
8. Matching Colors
9. Adding Special Effects with Shadows and 3-D
10. Editing Pictures
11. Creating a Flyer Using a Graphic Border
12. Customizing Pictures Using the Picture Toolbar
13. Reviewing the Drawing Toolbar

F. Creating Brochures and Booklets
1. Planning Brochures and Booklets
2. Creating Brochures
3. Understanding Newspaper Columns
4. Using Reverse Text as a Design Element
5. Formatting with Styles
6. Using the Style Gallery
7. Using AutoFormat
8. Understanding WORD Styles
9. Creating Styles
10. Using the Template Gallery Booklet Template
11. Copying Individual Styles from Other Documents and Templates
12. Using Drop Caps as a Design Element
13. Using WORD’s 2 Pages per Sheet Feature

G. Creating Specialty Promotional Documents
1. Using Resources in Desktop Publishing
2. Using Various Approaches to Creating Documents
3. Creating Promotional Documents
4. Using Tables to Create Promotional Documents
5. Building the Framework of a Form
6. Using Template Gallery Forms
7. Printing a Form
8. Creating Postcards to Promote Business
9. Merging Promotional Documents
10. Creating Invitations and Cards
11. Using Card Templates from the Template Gallery
12. Editing Merge Documents Using the Mail Merge Toolbar
13. Creating Name Badges
14. Using Shipping Labels to Promote Corporate Identity

LABORATORY CONTENT:

A. Understanding the Desktop Publishing Process
   1. Defining Desktop Publishing
   2. Initiating the Desktop Publishing Process
   3. Designing the Document
   5. Using WORD in Desktop Publishing
   6. Using the Internet for Free Templates, Clip Art, Tips, and Assistance

B. Preparing Internal Documents
   1. Understanding Basic Typography
   2. Choosing Fonts
   3. Using the Reveal Formatting Task Pane
   4. Adding Symbols and Special Characters to a Document
   5. Using Special Characters and Contrasting Fonts in Design
   6. Creating Documents Using Templates and Wizards
   7. Creating a Watermark
   8. Using the Drawing Canvas
   9. Inserting Bullets
   10. Preparing an Agenda

C. Creating Letterheads, Envelopes, and Business Cards
   1. Identifying the Purpose of Letterheads
   2. Using WORD’s Letterhead Templates
   3. Using the Microsoft OFFICE Template Gallery
   4. Designing Your Own Letterhead
   5. Using Text Boxes to Position Design Elements
   6. Creating Horizontal and Vertical Ruled Lines Using WORD’s Drawing Toolbar
   7. Creating Horizontal Lines Using the Borders Toolbar
   8. Using Smart Tags
   9. Refining Letter and Word Spacing
   10. Using WordArt for Interesting Text Effects
   11. Creating Envelopes
   12. Using AutoText to Store and Reuse Text and Graphics
   13. Creating Business Cards

D. Creating Personal Documents
   1. Creating a Compact Disc Label
   2. Creating a CD Face Label
   3. Creating a Personal Calendar
   4. Arranging Drawing Objects To Enhance Personal Documents
   5. Creating Personal Return Address Labels
   6. Creating a Certificate
   7. Using Handwriting In WORD

E. Creating Promotional Documents
   1. Creating Flyers and Announcements
   2. Planning and Designing Promotional Documents
   3. Using WordArt for Interesting Text Effects
   4. Using Graphics for Emphasis
   5. Using Color in Promotional Documents
   6. Adding Lines, Borders, and Special Effects To Text, Objects, and Pictures
   7. Using the Drawing Gridlines
8. Matching Colors
9. Adding Special Effects with Shadows and 3-D
10. Editing Pictures
11. Creating a Flyer Using a Graphic Border
12. Customizing Pictures Using the Picture Toolbar
13. Reviewing the Drawing Toolbar

F. Creating Brochures and Booklets
   1. Planning Brochures and Booklets
   2. Creating Brochures
   3. Understanding Newspaper Columns
   4. Using Reverse Text as a Design Element
   5. Formatting with Styles
   6. Using the Style Gallery
   7. Using AutoFormat
   8. Understanding WORD Styles
   9. Creating Styles
   10. Using the Template Gallery Booklet Template
   11. Copying Individual Styles from Other Documents and Templates
   12. Using Drop Caps as a Design Element
   13. Using WORD’s 2 Pages per Sheet Feature

G. Creating Specialty Promotional Documents
   1. Using Resources in Desktop Publishing
   2. Using Various Approaches to Creating Documents
   3. Creating Promotional Documents
   4. Using Tables to Create Promotional Documents
   5. Building the Framework of a Form
   6. Using Template Gallery Forms
   7. Printing a Form
   8. Creating Postcards to Promote Business
   9. Merging Promotional Documents
   10. Creating Invitations and Cards
   11. Using Card Templates from the Template Gallery
   12. Editing Merge Documents Using the Mail Merge Toolbar
   13. Creating Name Badges
   14. Using Shipping Labels to Promote Corporate Identity

METHODS OF INSTRUCTION:

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

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

Arford, Joanne Marschke and Judy Dwyer Burnside
Advanced Word 2002 Desktop Publishing
EMC Paradigm, St. Paul, MN
2003

(weekly assignments)

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

**Writing Assignments**

Hands-on projects from each chapter require reading of step-by-step explanations and instructions to create, format, and edit word processing documents.

**METHODS OF STUDENT EVALUATION:**

Final Exam  
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 operation to solve specific problems

**Required Writing, Problem Solving, Skills Demonstration:**

Hands-on projects from each chapter require reading of step-by-step explanations and instructions to create, format, and edit word processing documents.

**TEXTS, READINGS, AND RESOURCES:**

**TextBooks:**


**Other:**

1. Printer Paper  
2. Handouts  
3. Disks

**LIBRARY:**

Adequate library resources include:

**Comments:**

**Attachments:**

[Attached Files]