

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I

SUBJECT AREA AND COURSE NUMBER: Computer Business Technology 122

COURSE TITLE: Intermediate Microsoft Word

Units: 3
Grade Only

CATALOG COURSE DESCRIPTION:

This course is a continued application of Microsoft Word text editing features including creation of envelopes and labels, mail merge, sorting, styles, templates, wizards, macros, document notations, tables of contents and indexes, online forms, columns, drawing tools, and introduction to creating Web pages. This course, or sections of this course, may be offered through distance education.

REQUISITES:

Advisory:

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5
&
CBTE 103 with a grade of "C" or better, or equivalent
&
CBTE 120 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS: May be required

TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities

TOTAL LECTURE HOURS: 32 - 36

TOTAL LAB HOURS: 48 - 54

STUDENT LEARNING OBJECTIVES:

Upon successful completion of the course the student will be able to:

1. Create envelopes and labels including an individual envelope, mail merge envelopes, an individual label, a sheet of the same label, and mail merge labels.
2. Perform mail merge procedures, including working with data records and fields.
3. Sort lists of text, text in columns, data records, and paragraphs.
4. Use and modify Word built-in styles and create, modify, and delete custom styles.
5. Create, use, and modify Word templates and create documents using Wizards.
6. Perform the steps to record, run, and delete macros.
7. Add, review, edit, and delete document notations including footnotes and endnotes, comments, and bookmarks.
8. Create and insert a table of contents and an index for reports or long documents.
9. Create and manage master documents and subdocuments.

10. Create and use on-line form templates.
11. Manipulate and customize Word toolbars and menus.
12. Create newspaper-style columns for an entire document or for selected text.
13. Use the drawing tools, insert text boxes and pictures, create watermarks, and create special text effects with WordArt.
14. Perform the steps to create and edit charts using the Microsoft Graph 97 application.
15. Use the Word Web page authoring tools to create Web pages.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Distance learning students will complete the same course content.

A. Creating Envelopes and Labels

1. creating an individual envelope
2. creating multiple envelopes with mail merge
3. creating an individual label or a sheet of the same labels
4. creating labels with mail merge

B. Mail Merge

1. adding and deleting data records
2. finding specific data records
3. selecting data records for merging
4. using Word fields in a mail merge
5. adding data fields to a data source
6. creating a list with Mail Merge

C. Sorting Text and Data Records

1. sorting a numbered list
2. sorting by dates
3. sorting text in columns
4. sorting data records in a data source
5. sorting paragraphs

D. Formatting with Styles

1. using styles
2. creating styles
3. modifying styles
4. deleting styles

E. Using Templates and Wizards

1. using Word Templates
2. creating a custom template
3. changing the normal template
4. using Wizards

F. Macros

1. recording a macro
2. running a macro
3. deleting a macro

G. Creating and Using Document Notations

1. inserting, editing, and deleting footnotes and endnotes
2. creating and reviewing comments
3. using bookmarks
4. using a document map

H. Tables of Contents and Indexes

I. Using Outline View and Automatically Summarizing Documents

J. Working with Large Documents

1. creating, managing, saving, and printing master documents and subdocuments
2. using cross-references

3. marking text for revision
 4. automatically formatting an entire document
 5. Creating and Using Online Forms
 6. creating a framework for an online form template
 7. inserting form fields in an online forms template
 8. creating documents based on an online forms template
- K. Managing Toolbars and Menus
1. displaying, hiding, docking, and floating toolbars
 2. customizing toolbars
 3. customizing the menu bar
 4. customizing a shortcut menu
- L. Columns and Typesetting Options
1. creating newspaper-style columns
 2. changing typesetting options
- M. Using Drawing Objects, Text Boxes, Pictures, and WordArt
- N. Creating and Editing Charts with Microsoft Graph 97 Chart
- O. Creating Web Pages
1. creating a Web page from a template
 2. converting a Word document to a Web page

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:

A. 1. Read articles in periodicals such as PC Magazine, Office Computing, and Managing Office Technology.

B. 2. Understand and recall information from articles distributed by the instructor, such as:

II. "Effortlessly Manage Images in Word 97," Office Computing, July 1997, pp. A-16-A18.

III. "Microsoft Office Anti-Virus Protection," <http://www.microsoft.com/office/antivirus/default.htm>.

IV. "Publish Pages Like a Pro," Office Computing, July 1997, pp. A12-A15.

V. "Take Control of All Your Word 97 Fonts," Office Computing, July 1997, pp. A28-30.

VI. "The High Watermark"

<http://www.microsoft.com/officefreestuff/officehelpextras/easy/watermrk/water01.htm>

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Distance learning students will electronically submit their assignments. Assignments that will demonstrate critical thinking may include but are not limited to the following:

II. 1. Create a 3-D bar chart and enhance the chart text, titles and data series as desired using the appropriate formatting dialog boxes or buttons on the Graph 97 Standard and Formatting toolbars.

III. 2. Evaluate the different methods of managing master documents and subdocuments.

IV. 3. Explore the various Word built-in heading styles and evaluate their attractiveness in formatting heading text.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Outside assignments may include but are not limited to the following:

II. 1. Search the WWW for graphic images that have permission to copy and import them into the Clip Gallery.

III. 2. Use the search engines on a Web Browser to find information on the World Wide Web on constructing Web pages.

IV. 3. Develop a portfolio of documents created using Microsoft Word.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:
- II. 1. Create a business letter as a mail merge main document.
- III. 2. Write a three-paragraph description of the column sorting process.
- IV. 3. Write the first page of a marketing report for a fictitious company, product, and marketing data using any Report Wizard.
- V. 4. Prepare a one-page report concerning a major news topic in the computer industry with footnotes or endnotes referencing the source of any quotes used in the report.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. A student's grade will be based on multiple measures of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates that the student has the ability to successfully apply the theory and techniques taught in this course in subsequent courses. Distance learning students will submit their evaluations electronically and receive electronic feedback. Evaluation methods may include but are not limited to the following:
- II. a. Accuracy and completeness of envelopes and labels.
- III. b. Accuracy and completeness of mail merge main document, data source, and merged document.
- IV. c. Demonstration of ability to sort lists of text, text in columns, data records, and paragraphs.
- V. d. Accuracy and completeness of documents using Word built-in styles and custom styles.
- VI. e. Accuracy and completeness of documents created with Word templates and Wizards.
- VII. f. Demonstration of ability to record and run macros.
- VIII. g. Accuracy and completeness of documents containing footnotes, endnotes, comments, and bookmarks.
- IX. h. Accuracy and completeness of table of contents and index.
- X. i. Demonstration of ability to create and manage master documents and subdocuments.
- XI. j. Accuracy and completeness of on-line form templates.
- XII. k. Accuracy and completeness of documents containing newspaper-style columns.
- XIII. l. Appropriate use of drawing tools, text boxes, pictures, watermarks, and special text effects in documents.
- XIV. m. Accuracy and completeness of charts.
- XV. n. Accuracy and completeness of Web pages.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education
- * Methods of instruction may include but are not limited to those listed and any other unique instructional strategies as shall be determined by each instructor. Distance learning students will attend regular electronic conferences; or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.
- * A. Computer-assisted instruction
- * B. Electronic lectures in which students are taught in front of the computer
- * C. Audio-visual aids
- * D. Textbook
- * E. Handouts

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. COURSE. MICROSOFT WORD 97 F/WINDOWS ILLUS PLUS ED, 1 ed. SWANSON, ISBN:

0760046980

2. RUTKOSKY. MICROSOFT WORD 97 W/2-3" DISKS, 1 ed. PARA, ISBN: 0763800708

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1.

ORIGINATOR: Shirley Orsinelli

ORIGINATION DATE: 11/02/1998

PROPOSAL ORIGINATOR: Curricunet Version 2

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 05/26/1998