

BIS M21B: MICROSOFT WORD – ADVANCED

Originator

fmasci

Co-Contributor(s)**Name(s)**

Sumal, Navreet (nsumal)

College

Moorpark College

Discipline (CB01A)

BIS - Business Information Systems

Course Number (CB01B)

M21B

Course Title (CB02)

Microsoft Word – Advanced

Banner/Short Title

Microsoft Word – Advanced

Credit Type

Credit

Honors

No

Start Term

Fall 2020

Catalog Course Description

Provides an advanced understanding of word processing including templates, document review, advanced editing review, and revision control. Covers accessibility, forms, mail merge function, building blocks, and macros.

Additional Catalog Notes

This course begins preparation for the Microsoft Office User certification exam for MS Word Advanced.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

B - Partially Developed Using Economic Development Funds

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Student Option- Letter/Pass

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

26.25

Maximum Contact/In-Class Lecture Hours

26.25

Activity

Minimum Contact/In-Class Activity Hours

0

Maximum Contact/In-Class Activity Hours

0

Laboratory

Minimum Contact/In-Class Laboratory Hours

0

Maximum Contact/In-Class Laboratory Hours

0

Total in-Class**Total in-Class****Total Minimum Contact/In-Class Hours**

26.25

Total Maximum Contact/In-Class Hours

26.25

Outside-of-Class**Internship/Cooperative Work Experience****Paid****Minimum Paid Internship/Cooperative Work Experience Hours**

0

Maximum Paid Internship/Cooperative Work Experience Hours

0

Unpaid**Minimum Unpaid Internship/Cooperative Work Experience Hours**

0

Maximum Unpaid Internship/Cooperative Work Experience Hours

0

Total Outside-of-Class**Total Outside-of-Class****Minimum Outside-of-Class Hours**

52.5

Maximum Outside-of-Class Hours

52.5

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

78.75

Total Maximum Student Learning Hours

78.75

Minimum Units (CB07)

1.5

Maximum Units (CB06)

1.5

Advisories on Recommended Preparation

BIS M20 and BIS M21A

Limitations on Enrollment

Current CPR certification for health care provider (American Heart Association) or professional rescuer (American Red Cross)

Entrance Skills**Entrance Skills**

Preferred understanding the use of MS Word as an application within the Business Information Environment.

Entrance Skills

Preferred understanding of the function of MS Word in the business environment.

Entrance Skills

Preferred completion of BIS M20 Microsoft Office – Introduction and BIS M21A MS Word – Introduction

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:	
1	create and edit forms and templates to be used in a business environment.
2	utilize advanced features of Word to maintain editing and revision control of professional documents.
3	add indexes and references to new and existing documentation.
4	use mail merge to create mailing lists to communicate with clients, employees and stakeholders.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1	manage documents and templates.
2	prepare documents for review.
3	manage document changes.
4	perform advanced editing and formatting.
5	create style.
6	create and manage indexes.
7	create and manage references.
8	manage forms, fields, and mail merge operations.
9	create and modify building blocks, macros, and controls.
10	create custom style sets and templates.
11	prepare a document for internationalization and accessibility.

Course Content**Lecture/Course Content**

- **35% - Manage document options and settings**
 - Modify existing templates; copy custom styles, macros, and building blocks to other documents or templates; manage document versions; compare and combine multiple documents; link to external document content; enable macros in a document; display hidden ribbon tabs; change the application default font
 - Restrict editing, mark a document as final, protect a document with a password
 - Track changes, manage tracked changes, lock or unlock tracking, add comments, manage comments
- **25% - Design advanced documents**
 - Find and replace text by using wildcards and special characters, find and replace formatting and styles, set advanced page setup layout options, link text boxes, set paragraph pagination options, resolve style conflicts by using paste options
 - Create paragraph and character styles, modify existing styles
- **25% - Create advanced references**
 - Mark index entries, create indexes, update indexes
 - Customize a table of contents, insert and modify captions, create and modify a table of figures
 - Add custom fields, modify field properties, perform mail merges, manage recipient lists, insert merged fields, preview merge results
- **15% - Create custom Word elements**
 - Create quick parts, manage building blocks, create and modify simple macros, insert and configure content controls
 - Create custom color sets, create custom font sets, create custom themes, create custom style sets
 - Configure language options in documents, add alt text to document elements, manage multiple options for +Body and +Heading fonts, utilize global content standards

Laboratory or Activity Content

None.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Skills demonstrations
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
Essay exams
Group projects
Individual projects
Objective exams
Problem-solving exams
Quizzes
Reports/papers
Research papers
Skills demonstrations
Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Class activities
Class discussions
Distance Education
Demonstrations
Instructor-guided interpretation and analysis
Instructor-guided use of technology

Describe specific examples of the methods the instructor will use:

- Demonstrate the program's advanced option; such as
 - working with templates
 - document review
 - managing revisions
 - advanced editing and formatting.
- Use PowerPoint to demonstrate possible examples of documents used in the business environment that use the advanced options.
- Lecture on possible pitfalls of using MS Word, and explore common misconceptions, common mistakes and inconsistencies within the program.
- Create lab assignments that can be done in class to show mastery of the topic or area being covered, such as
 - creating standardized documents such as an invoice, using custom templates
 - editing a contract that would go to the legal department
 - using track changes, putting custom references into a research document

Representative Course Assignments

Writing Assignments

1. Create and save a template of a form that is password protected, but will allow the user to enter information without changing the form.
2. Write a report about plagiarism using track changes to update and revise your submission.
3. Take a project from another course and create an index from the original assignment.

Critical Thinking Assignments

1. Take an existing company report and alter the name to rebrand the company.
2. Use color sets, fonts, themes, styles and building blocks to alter the report to reflect a new company image.
3. Save those style sets so they can be used in addition documents.

Reading Assignments

1. Read assigned articles about changes in MS Word from version 2016 to version 2019 (referred to as Office Word 365).
2. Read specific text on MS Word procedures such as customizing and managing templates.
3. Read an article on plagiarism in colleges and how to avoid it by referencing content gathered from the Internet or any other sources within a document.

Skills Demonstrations

1. Create a purchase order for a factions company that allows the user to fill in required information, but save that as a template that is protected from alteration.
2. Find and replace specific language in a company's SEC (U.S. Securities and Exchange Commission) filing.

Outside Assignments**Representative Outside Assignments**

1. Create a resume and apply multiple style settings to create a more professional look.
2. Create a list of courses that you have taken, and/or will take, using a table and advanced table formats to keep track of your progress.
3. Create and modify your own building blocks to insert an equation into a science paper.

Articulation**C-ID Descriptor Number**

BSOT 131 X

Status

Aligned

Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
Cypress College	CIS 102 C	Adv MS Word Business Apps	4
Fullerton College	CIS 124 F	Advanced Word Processing (MS Word)	3

District General Education**A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****Course is CSU transferable**

Yes

CSU Baccalaureate List effective term:

FALL 2020

CSU GE-Breadth**Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

Classic Textbook

Yes

DescriptionVermaat, Misty E. *Microsoft® Office 365® and Word 2019 Comprehensive*. Shelly Cashman Series. Cengage, 2019.

Resource Type

Textbook

Classic Textbook

Yes

DescriptionShaffer, Ann, and Katherine T. Pinard. *New Perspectives Microsoft® Office 365 and Word 2019 Comprehensive*. Cengage, 2019.

Resource Type

Textbook

Classic Textbook

Yes

DescriptionNordell, Randy. *Microsoft Word 365 Complete: In Practice*, 2019 Edition. McGraw-Hill, 2019.

Resource Type

Textbook

Classic Textbook

Yes

Description

Duffy, Jennifer, and Carol M. Cram. *Illustrated Microsoft® Office 365® and Word 2019 Comprehensive*. Cengage, 2019.

Library Resources**Assignments requiring library resources**

Research using the Library's print and online periodical resources.

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

Read an article in a business periodical or industry publication on a topic such the use of Microsoft Word's track changes and how it has improved the editing and control of legal documents.

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (51–99% online)

Hybrid (1–50% online)

100% Online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will have partial course time that is face to face
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Word along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Word and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use MS Word.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Word along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Word and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use MS Word.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Word along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Word and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use MS Word.

Examinations**Hybrid (1%–50% online) Modality**

Online
On campus

Hybrid (51%–99% online) Modality

Online

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Review and Approval Dates**Department Chair**

11/20/2019

Dean

11/22/2019

Technical Review

12/05/2019

Curriculum Committee

01/21/2020

DTRW-I

02/13/2020

Curriculum Committee

MM/DD/YYYY

Board

03/10/2020

CCCCO

MM/DD/YYYY

DOE/accreditation approval date

MM/DD/YYYY