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

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<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
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<td>Lecture: 2</td>
<td>2</td>
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<td>Lab: 0</td>
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<td>Total: 2</td>
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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

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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

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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

4/27/2016
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

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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:

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