



## BUSNC 610 - Microsoft Word - Advanced Course Outline

Approval Date: 05/10/2018

Effective Date: 08/13/2018

### SECTION A

**Unique ID Number** CCC000594309

**Discipline(s)** Business Machine Technology  
Computer Information Systems

**Division** Career Education and Workforce Development

**Subject Area** Business-Noncredit

**Subject Code** BUSNC

**Course Number** 610

**Course Title** Microsoft Word - Advanced

**TOP Code/SAM Code** 0702.10 - Data Entry/Microcomputer Applications, General\* / C -  
Occupational

**Rationale for adding this course to the curriculum** This course is part of the business information certificate. The skills are needed, however the credit courses are low enrolled. Developing this series in a non credit forum will better meet the needs of workforce and students. This will also allow us to better serve typically, non-college aged students.

**Cross List** N/A

**Typical Course Weeks** 9

**Total Instructional Hours**

#### Contact Hours

**Lecture** 27.00

**Lab** 0.00

**Activity** 0.00

**Work Experience** 0.00

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**Total Contact Hours** 27

**Open Entry/Open Exit** No

**Maximum Enrollment**

**Grading Option** Non-credit Course

**Distance** On-Campus  
**Education Mode of** Hybrid  
**Instruction** Entirely Online  
Hybrid more than 50%

## SECTION B

**General Education Information:**

## SECTION C

### Course Description

**Repeatability** May be repeated 99 times

**Catalog Description** A practical course that covers the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

### Schedule Description

## SECTION D

### Condition on Enrollment

1a. **Prerequisite(s):** *None*

1b. **Corequisite(s):** *None*

1c. **Recommended:** *None*

1d. **Limitation on Enrollment:** *None*

## SECTION E

### Course Outline Information

#### 1. Student Learning Outcomes:

A. Apply advanced skills to the preparation of letters, reports, memos, manuscripts, flyers, brochures, and other business documents.

#### 2. Course Objectives: Upon completion of this course, the student will be able to:

A. Type materials and access differing menus using the appropriate word processing software

B. Develop outlines and fill-in forms

C. Create, modify, and save styles for use with document formatting

D. Enclose text in graphic boxes and append it to documents

E. Use WordArt

F. Produce charts, tables, and indexes and edit materials typed in this format

G. Prepare letterheads, envelopes and business cards

H. Apply acquired skills to the preparation of letters, reports, memos, manuscripts, flyers, brochures, and other business documents

I. Integrate graphics into text; resize, rotate, shade and enhance those graphics

J. Develop and effectively use macros

K. Sort text in paragraphs, columns, and tables

L.

#### 3. Course Content

1. Customizing Paragraphs and Pages.

2. Proofing Documents.

3. Automating and Customizing Formatting.
4. Customizing Themes, Creating Macros, and Navigating in a Document.
5. Inserting Special Features and References.
6. Creating Specialized Tables and Indexes.
7. Working with Shared Documents.
8. Protecting and Preparing Documents.

**4. Methods of Instruction:**

**Distance Education:**

**Lecture:**

**5. Methods of Evaluation:** Describe the general types of evaluations for this course and provide at least two, specific examples.

Additional assessment information:

Completion of assigned lessons and performance exercises from the textbook. For example: record and run a macro with fill-in fields.

Completion of the assigned homework questions. For example: accurately respond to matching and fill-in questions regarding WordArt.

Completion of midterm and final examinations.

Non-credit Course

**6. Assignments:** State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Reading of lessons and assignments from the textbooks.

Examples include reading about Sorting and Selecting; Formatting with Styles.

B. Writing Assignments

Writing answers to Fill-in and Matching sections of each chapter for homework. For example: writing answers to fill-in questions on Styles.

Keying of assigned coursework exercises. For example: keying a fill-in form; creating an automatically generated index.

C. Other Assignments

D.

**7. Required Materials**

**A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.**

Book #1:

Author: Rutkosky, Roggenkamp, Rutkosky

Title: Benchmark Series: Microsoft Word 2016 Level 2

Publisher: EMC Paradigm

Date of Publication: 2016

Edition:

**B. Other required materials/supplies.**

- Access to a computer with a keyboard  
USB Drive

**8. CB Codes**

**CB04 Credit Status:**

N - Noncredit

**CB08 Basic Skills Status:**

N - Not Basic Skills

**CB10 Course COOP Work Exp-ED:**  
**CB11 Course Classification Status:**  
**CB13 Special Class Status:**  
**CB21 Prior Transfer Level:**  
**CB22 Noncredit Category:**  
**CB23 Funding Agency Category:**  
**CB24-Program Course Status:**

NCOOP = Not part of Coop Work Exp  
J = Workforce Preparation  
N - Not a Special Class  
Y - Not applicable  
I - Short-term Vocational  
Y - Not Applicable  
1 = Program Applicable