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Course Outline for CIS 88B

ADV MICROSOFT WORD

Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 88B — ADV MICROSOFT WORD — 1.50 units

Advanced word processing techniques used to produce complex business documents. Includes topics such integrating graphics and shapes into documents, formatting multiple page reports, creating tables of contents and indexes, inserting footnotes/endnotes and bibliographies, creating and using macros, and form templates, and integration with other programs such as Excel.

1.00 Units Lecture 0.50 Units Lab

Strongly Recommended

CIS 88A - Introduction to Microsoft Word

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	18.00
Lab Hours:	27.00
Total Hours:	45.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. CIS88A

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Format multiple-page, multiple section reports that contain headers/footers, footnotes/endnotes, tables of contents, tables of figures and indexes;
- B. Incorporate graphics images, SmartArt, and shapes into documents;
- C. Link data from other software programs into a Word document;
- D. Create and run macros to automate repetitive tasks;
- E. Create form templates; and
- F. Apply decision making skills in determining the most efficient way to product documents

V. CONTENT:

- A. Formatting multiple-page reports
 - 1. Creating multiple sections
 - 2. Changing page orientation
 - 3. Creating tables of contents
 - 4. Marking index entries and generating an index
 - 5. Inserting footnote/endnotes, creating citations, and generating a bibliography
- B. Create documents that contain graphic images, SmartArt, and shapes
- C. Working with templates
 - 1. Modifying existing templates
 - 2. Creating new templates
 - 3. Creating Form templates
- D. Using macros
 - 1. Recording Macros
 - 2. Working with Visual Basic for Applications
- E. Decision making and proofreading skill development
- F. Integration of data from other software programs
 - 1. Linking Excel data to a Word document
 - 2. Importing a Word outline into PowerPoint

3. Converting a Word document to a web page

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Hands-on lab assignments
- C. Computer demonstrations
- D. Class discussion

VII. TYPICAL ASSIGNMENTS:

A. Read Lesson 11: Organizing Long Documents. B. Complete guided Hands-On sections within the lesson. C. Answer the Concepts Review questions. D. Complete Skill Builder 11.1 and Skill Builder 11.2 at end of chapter.

VIII. EVALUATION:

A. **Methods**

- 1. Quizzes
- 2. Projects
- 3. Lab Activities
- 4. Class Performance
- 5. Other:
 - a. Methods of evaluation
 - 1. Hands-on lab assignments
 - 2. Chapter quizzes
 - 3. Performance mastery projects
 - 4. Unit Theory Quiz (covering all chapters)

B. **Frequency**

- 1. Frequency of evaluation
 - a. Weekly hands-on lab assignments.
 - b. Chapter quizzes (5-8)
 - c. Performance mastery projects (2-3)
 - d. Unit Theory Quiz (1)

IX. TYPICAL TEXTS:

- 1. Murphy, Jill *Microsoft Word 2007: Comprehensive.*, Labyrinth Learning, 2007.
- 2. Duffy/ Cram *Microsoft Office Word 2007, Illustrated Complete.* 1st ed., Course Technology/ Cengage Learning, 2008.
- 3. Rutkosky/ Rutkosky-Roggenkamp *Benchmark Series: Microsoft Word 2007 Level 1 - Windows XP Version.*, Paradigm Publishing, 2008.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Portable storage media
- B. GoPrint card