

BUSNC-610: MICROSOFT WORD-ADVANCED

Justification for this inactivation request

Based on an agreement with the Director of Upper Valley Campus and Community Education, the Principal at Napa Valley Adult Education, and the Senior Dean of Career Education & Workforce Development, the Microsoft Suite courses should be archived. This ensures we do not have redundancy with our partnering Adult School and can have clear transitions and pathways between our offerings.

Effective Term

Fall 2025

CC Approval

09/20/2024

AS Approval

10/24/2024

BOT Approval

11/21/2024

COCI Approval

03/13/2025

SECTION A - Course Data Elements

CB04 Credit Status

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Business Machine Technology (Any Degree and Professional Experience)	

Subject Code

BUSNC - Business Noncredit

Course Number

610

Department

BUSN

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Microsoft Word-Advanced

Short Title

Microsoft Word-Advanced

CB03 TOP Code

0702.10 - *Software Applications

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

SECTION B - Course Description

Catalog Course 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.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

No Grade-Noncredit

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

27

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Apply advanced skills to the preparation of letters, reports, memos, manuscripts, flyers, brochures, and other business documents.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Type materials and access differing menus using the appropriate word processing software.
2.	Develop outlines and fill-in forms.
3.	Create, modify, and save styles for use with document formatting.
4.	Enclose text in graphic boxes and append it to documents.
5.	Use WordArt
6.	Produce charts, tables, and indexes and edit materials typed in this format.
7.	Prepare letterheads, envelopes and business cards.

- | | |
|-----|--|
| 8. | Apply acquired skills to the preparation of letters, reports, memos, manuscripts, flyers, brochures, and other business documents. |
| 9. | Integrate graphics into text; resize, rotate, shade and enhance those graphics. |
| 10. | Develop and effectively use macros. |
| 11. | Sort text in paragraphs, columns, and tables. |

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.

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Lecture	

Online Adaptation

Types	Examples of learning activities
Activity	
Directed Study	
Discussion	
Group Work	
Individualized Instruction	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

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

Other	Completion of assigned lessons and performance exercises from the textbook. For example: record and run a macro with fill-in fields.
Exams/Tests	Completion of midterm and final examinations.

Assignments

Reading Assignments

Reading of lessons and assignments from the textbooks.

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

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.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Rutkosky, Roggenkamp, Rutkosky

Title

Benchmark Series: Microsoft Word 2016 Level 2

Publisher

EMC Paradigm

Year

2016

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB00 State ID

CCC000594309

CB10 Cooperative Work Experience Status

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

CB11 Course Classification Status

J - Workforce Preparation Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Not Program Applicable

Allow Pass/No Pass

No

Only Pass/No Pass

No