

STV101 : Advanced Microsoft Word

General Information

Author:	<ul style="list-style-type: none">Maria Czech
Course Code (CB01) :	STV101
Course Title (CB02) :	Advanced Microsoft Word
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608708
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 101 is an advanced course of word-processing using Microsoft Word. This course teaches the student how to mail merge, format with special features, add visual appeal to documents, format with macros and styles, and protect forms. Lecture/Demonstration 48 hours. Note: This course is Pass/No Pass only.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 48

Total Course Out-of-Class Hours 0

Total Student Learning Hours 48

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	48	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	48
Laboratory	0
Studio	0

Total 48

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Advisory

STV100 - Beginning Microsoft Word (in-development)

Objectives

- Create, edit, save, retrieve, and print documents.
- Format characters, paragraphs, and sections in a document.
- Utilize spell check.
- Apply file maintenance on files and folders.

AND

Advisory

Objectives

- Possess a typing speed of 25wpm.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Laboratory
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Methods of Instruction	Discussion
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Methods of Instruction	Multimedia
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Methods of Instruction	Collaborative Learning
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Methods of Instruction	Demonstrations
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Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Exam/Quiz/Test

Skill exercises the end of each chapter

Exam/Quiz/Test

Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Misty Vermaat	Microsoft Office 365 & Word 2019 : comprehensive	Cengage	2020	978-0-357-02642-7
Other Instructional Materials (i.e. OER, handouts)				
No Value				
Materials Fee				
No value				

Learning Outcomes and Objectives

Course Objectives

Create source and data documents for mail merge.

Apply special formatting features such as adding and deleting text entries, turning off Orphan/Widow control, creating and balancing columns.

Draw shapes, lines and auto shapes, changing line color, aligning graphic elements, and apply WordArt.

Create macros, format with styles, delete macros and styles.

Create a form, protect a form, customize form fields, and protect documents with passwords.

SLOs

Apply special formatting and customizing features.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
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<i>STV</i> General Front Office Clerk I Certificate	Produce documents using a word processor.
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<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
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Create a newsletter with a Nameplate, multiple columns, WordArt, graphics, tables, and charts.

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II Certificate Operate a variety of business software to create business correspondence, reports, and other related documents.

STV
General Front Office Clerk I Certificate Produce documents using a word processor.

STV
General Front Office Clerk III Certificate Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Collaborate with two or more users to review, edit and or merge documents.

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
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General Front Office Clerk III Certificate Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Merging Documents and Sorting and Selecting Data (8 hours)

- Completing a merge with the mail merge wizard
- Preparing envelopes using the mail wizard
- Preparing labels using the mail wizard
- Preparing a directory using the mail merge wizard
- Editing merge documents
- Editing
- Editing merge documents using mail merge toolbar

- Inputting text during a merge
- Sorting text
- Sorting text in paragraphs
- Changing sort options
- Sorting text in columns
- Sorting one more than one field
- Specifying a header row
- Sorting text in tables
- Sorting records in a data source
- Selecting records

Formatting with Special Features (6 hours)

- Inserting a non-break space
- Finding and replacing special characters
- Insert a manual line break
- Controlling pagination
- Turning on/off widow/orphan control
- Keep a paragraph or paragraphs together
- Creating footnotes and endnotes
- Printing footnotes and endnotes
- Viewing and editing footnotes and endnotes
- Moving, copying, or deleting footnotes and endnotes
- Automatically summarize a document
- Analyzing a document with readability statistics
- Performing calculations on data in a table
- Modifying table formats and properties
- Changing data direction in cell
- Recalculating a formula
- Inserting and modifying fields

Adding Visual Elements (6 hours)

- Inserting page borders
- Inserting horizontal lines
- Inserting and customizing images
- Formatting an image with buttons on the picture toolbar
- Sizing and moving an image
- Formatting an image at the format picture dialog box
- Displaying images in an editable format
- Inserting and aligning objects
- Flipping and rotating an object
- Creating and formatting a watermark
- Using WordArt
- Sizing and moving WordArt
- Customizing WordArt
- Customizing WordArt with buttons on the drawing toolbar

Formatting with Macros and Styles (9 hours)

- Creating macros
- Recording a macro
- Running a macro
- Pausing and then resuming a macro
- Assigning a macro a keyboard command
- Assigning a macro to the toolbar
- Recording a macro with fill-in fields
- Editing a macro
- Formatting text with styles
- Formatting with autofformat
- Creating styles
- Creating styles by example
- Creating a style using the new style dialog box
- Applying a style
- Assign a shortcut key combination to a style
- Modifying a style
- Creating a style by modifying an existing style
- Creating and modifying a list style
- Removing a style from text
- Renaming a style
- Deleting a style
- Copying a style to a template
- Deleting a style from a template
- Navigate in a document
- Navigating using the thumbnails pane

- Navigating using the document map pane
- Using bookmarks
- Creating a cross-reference

Working with Shared Documents (8 hours)

- Tracking changes to a document
- Controlling the display of editing markings
- Customizing track changes options
- Creating multiple versions of a document
- Saving a version of a document
- Opening an earlier version
- Saving a version as a separate document
- Deleting a version
- Protecting documents
- Restricting formatting
- Restricting editing
- Allowing exceptions
- Enforcing restrictions
- Protecting a document with a password
- Identifying a document as read-only
- Changing the default font
- Searching for specific documents
- Completing advanced searches
- Creating a custom dictionary
- Changing the default dictionary
- Removing a dictionary
- Creating a template
- Changing the default file location for workgroup templates

Sharing Data (11 hours)

- Creating a form
- Creating the form template
- Changing file location
- Filling in a form document
- Printing a form
- Editing a form template
- Opening a template document
- Customizing form field options
- Creating form fields with drop-down lists
- Changing text form field options
- Changing check box form field options
- Creating tables in a form template

Total hours: 48

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value