

Yuba Community College District

Woodland Community College Course Outline

Course Information

Course Number: BCA 64

Full Course Title: Microsoft Word II

Short Title: MS Word II

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Spring 2020

Course Standards

Course Type: Credit - Degree Applicable

Units: 1.0

Total class hours: 54.0

Total contact hours in class: 30.0

Lecture hours: 12.0

Lab hours: 18.0

Hours outside of class: 24.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

- Business (Masters Required) **Or**
 - Computer Information Systems **Or**
 - Office Technologies
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Course Description

This course is designed to follow the successful completion of BCA 15 and will provide the student with an intermediate level of understanding of word processing with Microsoft Word, including complex document creation, mail merge, columns, formatting, plus integration with other applications, and collaborating on documents using Microsoft Word. Themes, templates, and styles are also covered. Not open for credit to students with credit in BCA 22 or BCA 22A.

Conditions of Enrollment

Satisfactory completion of: BCA 15

Content

Course Lecture Content

1. Complex document creation and editing (i.e. tables, mail merge, columns)
2. Intermediate formatting features such as themes, templates, and styles
3. Complex documents review and correcting
4. Document integration with other software applications
5. Document production process requiring critical thinking

Course Lab/Activity Content

Students will have hands-on engagement with content areas.

Objectives

1. Create complex documents that are properly formatted.
 2. Edit and review complex documents.
 3. Apply features of integration with other applications.
 4. Collaborate with members of a work group on document production.
 5. Determine and apply appropriate problem-solving techniques in Word. ****Requires Critical Thinking****
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Student Learning Outcomes

1. Create, edit, and review properly formatted complex documents and apply features of integration with other applications.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Information Competency** Students will conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
 2. Participate in professional work group collaboration to determine and apply appropriate document production and problem-solving techniques.
 - **Communication** Students will effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
 - **Personal and Social Responsibility** Students will interact with others by demonstrating respect for opinions, feelings, and values.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
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Methods of Instruction

- **Laboratory**
Students apply and practice intermediate level features and functions of Word.
 - **Lecture/Discussion**
Intermediate level features and functions of Word are explained, discussed, and demonstrated in a face-to-face or online classroom setting.
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Distance Education

Delivery Methods

- Online
 - Hybrid
 - All lecture hours will be online; lab/activity hours will be face-to-face
 - All lab/activity hours will be online; lecture hours will be face-to-face
 - Broadcast Education
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Assignments

Reading Assignments

Readings assigned from text to prepare for in-class lecture and lab work.

Methods of Evaluation

- **Exams**
- **Homework**

**Colusa County of Education, Education Village-Colusa County Adult School
Jill Wright, Adult Education Teacher/CTE
Articulation Process: Microsoft Word 2019 & 365 to WCC Course BCA-22AR
(Microsoft Word I)**

A) Course Description

Microsoft Word 2019 & 365 covers key Word skills, from introductory through advanced, and meets all course objectives to prepare students to take the Microsoft Office Specialist (MOS) Associate (formerly Core) and Expert exams for this subject matter. Among others, introductory topics in Unit/Level 1 include creating and saving documents, printing documents, creating tables, inserting shapes and pictures, applying styles, inserting comments, using Track Changes, executing a mail merge, and generating envelopes and labels. Intermediate topics in Unit/Level 2 include formatting with styles and creating a table of contents and an index. Advanced topics in Unit/Level 3 include securing documents, creating and running macros, and converting documents to web pages.

B) Course Objectives

By the end of this course, you will be able to:

Unit/Level 1

- Enter, select, and edit text
- Create and format a table
- Format text and apply styles
- Add footnotes and endnotes
- Insert citations and a bibliography
- Incorporate captions and a table of figures
- Insert comments and use Track Changes
- Add pictures, text boxes, WordArt, shapes, SmartArt, and special effects to a document
- Perform a mail merge and deal with problems

Unit/Level 2

- Create personalized color and font sets
- Add Quick Parts and Building Blocks
- Create and use personal templates
- Create and manage custom styles and themes
- Customize bullets and numbering
- Create a table of contents and index
- Track your changes to a document
- Send emails from Word
- Compare documents with no tracked changes

Unit/Level 3

- Secure documents with passwords and digital signatures
- Create and use custom forms and macros
- Create PowerPoint presentations from outlines
- Convert Word documents to web pages
- Much, much more!

C) Competencies and Skill Requirements

- 1) Demonstrate knowledge word processing operations, concepts and terminology.
- 2) Create documents applying knowledge of word processing operations by completing a variety of text documents.
- 3) Apply fundamental knowledge of Word operations by producing specific documents typically found in businesses.

D) Textbooks/Supporting Materials

- 1) Microsoft Word 2019 & 365 Comprehensive, Labyrinth Learning
- 2) Labyrinth Learning Video Library
- 3) Labyrinth Learning, Online Student Resource Center
- 4) Labyrinth Learning, elab and ebook

E) Tests

- 1) End of chapter tests for each chapter, Theory and Production
- 2) Final Exam-Theory and Production

September 2020