

WELCOME TO BUS-171

WORD ADVANCED / 1 unit

STUDENT COURSE OUTCOMES

In this one-unit course, you will

- Continued study and application of the basic-advanced features of *Word V2007* including creating, saving, opening, closing, and editing a variety of multi-page business documents;
- Apply correct business document formatting including customizing and automating documents; on-screen forms using advanced table techniques; master and sub documents; line and page breaks; inserting graphs and charts and captions; cross-references and bookmarks; thumbnails; style references; index and table of figures; bibliographies and citations;
- Complete and submit error-free assignments following excellent proofreading techniques;
- Demonstrate the ability to comprehend verbal and written directions;
- Complete and submit a quiz at the end of each Tutorial with a grade of C or better;
- Complete and submit the instructor-created final exam or a student-created project with a grade of C or better.

COURSE OVERVIEW

In this one-unit advanced course, you will be continuing from BUS-170 the basic course and practicing the more advanced features of *Word 2010* including mail merge; customizing and automating documents; on-screen forms using advanced table techniques; master and sub documents; line and page breaks; inserting graphs and charts and captions; cross-references and bookmarks; thumbnails; style references; index and table of figures; bibliographies and citations.

BUS 171 is an elective in many business certificate/AA degree programs and an excellent course for learning the more advanced features of Word 2010. Students who have registered in this course are taking it for transfer, professional development, or personal growth and not for a career goal in office support, such as an administrative assistant (those courses would be *OIS-136.2* and *OIS-136.3*); it is recommended that *BUS-165 Keyboarding* be taken before this course. It is a self-paced course and is one unit of credit that takes approximately 32 hours of lab time to complete (additional time will be needed for studying the material).

The entire textbook helps to prepare you for the Microsoft Office Specialist (MOS) exam in Word. Palomar College is a test site for the exam at the San Marcos campus. Visit the following website for contact information: www.palomar.edu/business Also, visit the following website for more details about the certification exams: <http://www.microsoft.com/learning/en/us/certification/mbc.aspx>

*What is **important** for you as students is that once you begin your coursework, you finish it! Self-discipline, time management, the ability to follow the detailed course syllabus and textbook instructions, and regular submittal of assignments will ensure your success in this course. So, for lab instruction to be meaningful to students, it is important that students receive continual feedback from their grading instructor. Therefore, from the date of check-in with lab personnel, students will submit their graded assignments regularly throughout the semester.*

We hope you will enjoy your self-paced learning experience with us; please be sure to talk with lab staff anytime you may need clarification on procedures