

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

Transfer course     A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** BUS 171: Word Processing For Business– Advanced

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** A minimum grade of "C" in BUS 170.

**SCOPE OF COURSE:** Refinement of basic word processing skills and practice of the more sophisticated software features of merge; labels; fields; footnotes and endnotes; index and table of contents; macros; master and sub documents; customizing Word; on-screen forms; charts; bookmarks and cross-referencing; creating and editing Word web pages; comparing and merging documents; linking and embedding objects; and, tracking changes. In addition, more advanced printing, file management, and integration of related software will be covered. The Class Schedule will designate software version covered.

**SPECIFIC COURSE OBJECTIVES:** Successful students will:

1. demonstrate their word processing skills at an advanced level including styles and templates, envelopes and labels, fields, footnotes/endnotes, and index/table of contents;
2. interpret and apply the more sophisticated features of word processing software including hyperlinks, merge, macros, master and subdocuments, and customizing forms, toolbars, and menus;
3. create, save, close, open, edit, and print a variety of multi-page business documents;
4. apply and integrate word processing documents within related software applications including spreadsheets and databases;
5. proofread accurately from both the monitor and hard copy.

## **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Mail merge and labels; hyperlinks; fields
2. Footnotes and endnotes
3. Table of Contents and Index
4. Master and Subdocuments
5. Merge
6. Macros
7. Customizing forms, toolbars, and menus
8. Bookmarks and cross-referencing
9. Basic web page design
10. Integration of software applications
11. Advanced file management techniques
12. Practical exercises with a variety of multi-page business documents
13. Proofreading techniques

## **REQUIRED READING:**

Zimmerman, S. Scott, Zimmerman, Beverly B., and Shaffer, Ann. Microsoft Word 2002 Comprehensive, New Perspectives series. Boston, MA: Course Technology/Thomson Learning, 2002. Tutorials 6-10.

## **SUGGESTED READING:**

Current reference materials in the version of the software in which the student is working.

**REQUIRED WRITING:** Skills demonstration is more appropriate. Students create, save, close, open, edit, and print a variety of documents while practicing the advanced features of the software. Students will also electronically compose a 2-3 page business report.

## **OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.** Required reading and studying of assigned chapters in text, review of lecture material, and proofreading and correcting assigned exercises. Additional lab time may be required to solidify concepts and skills.

## **INSTRUCTIONAL METHODOLOGY:**

### **Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Students work in an individualized, self-paced, open-entry/open-exit lab. The instructor orients the student to lab procedures, equipment, and materials. In addition, the instructor schedules lectures on a rotating basis and arranges individual time with students requesting special attention. A full-time lab assistant is also available for student questions.

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes X No \_\_\_\_\_

**If yes, check all that apply:**

- \_\_\_\_\_ Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- X Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- \_\_\_\_\_ Two-Way Video Conferencing (Two-way interactive video and audio)
- \_\_\_\_\_ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- \_\_\_\_\_ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

A suggested grading scale may be:

Assignments.....	60%
Written Quizzes .....	20%
Production Final Exam .....	20%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes X No \_\_\_\_\_ Number of times course may be taken for credit: 4

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

**CONTACT PERSON:** Judy Dolan, x2875.

**SIGNATURES ON FILE**