College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 215   **TITLE:** Word Processing II Using Word for Windows
   Units: 1.5 units **Hours/Semester:** 24.0-27.0 Lecture hours; and 48.0-54.0 Homework hours
   Method of Grading: Grade Option (Letter Grade or P/NP)
   Recommended Preparation:
   Eligibility for ENGL 838 or ENGL 848
   BUS. 315, BUSW 214

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU
   AA/AS Degree Requirements:
   CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**
   Catalog Description:
   Includes orientation to current WORD application program and review of basic word processing features.
   Also includes graphics, charts, columns, templates, macros, mail-merge, labels, sorting, forms, and
   software linking. A materials fee as shown in the Schedule of Classes is payable upon registration.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Create, save, edit and print documents.
   2. Create documents with the use of templates and macros.
   3. Use mail-merge, labels and sorting to create form letters, envelopes and labels.
   4. Create links to other software.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. Create, save, edit and print documents.
   2. Create documents containing charts, graphics, columns, and forms.
   3. Create documents with the use of templates and macros.
   4. Use mail-merge, labels and sorting to create form letters, envelopes and labels.
   5. Create links to other software.

6. **COURSE CONTENT:**
   Lecture Content:
   1. Advanced word processing orientation
   2. Graphics
   3. Charts
   4. Columns
   5. Templates
   6. Macros
   7. Mail merge and sorting for letters, envelopes and labels
   8. Linking to other application software

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
   Typical methods of instruction may include:
   A. Other (Specify): a. Students will be required to read each chapter before class to prepare for in-lab
   exercises. b. Instructor will lecture using computer overhead demonstrations to present and illustrate each
   feature of each chapter. c. Instructor will lead guided exercises so that students can practice each feature of
   the chapter. d. Students will work independently on textbook exercises that are both specifically and
   generally directed. e. Students will be required to print and hand in or email selected exercises to the
   instructor. f. Students will have access to the computer labs during open lab hours to work on any
   homework projects.

8. **REPRESENTATIVE ASSIGNMENTS**

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Examples of writing assignments include the following:

1. Compose a particular type of document using a template with prewritten text and/or formatting common to all documents of this nature. An example of such a template includes resume writing.

2. Create personalized letters through the use of form letters, an easy way to generate mass mailings, using such concepts as personalized names and addresses, varying from one letter to another.

3. Create professional-looking documents, such as newsletters and brochures, using desktop publishing software, which allow for dividing documents into multiple columns, wrapping text around diagrams and other graphical images, changing fonts and font sizing. These kinds of desktop publishing software are available in WORD to create eye-catching newsletters and brochures.

4. Create a template for an online form to collect information. Such forms include allowing students to use a computer to access, fill in, and then return the form.

Reading Assignments:

Students will be required to read each chapter before class.

9. **REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

A. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

A. Vermont, Misty. *Microsoft Office 365 Word 2016 Comprehensive*, ed. Cengage Learning, 2016

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Course Originator: Anne Figone