

BUSNC 610 - Microsoft Word - Advanced Course Outline

Approval Date: 05/10/2018

Effective Date: 08/13/2018

SECTION A

Unique ID Number CCC000594309

Discipline(s) Business Machine Technology
Computer Information Systems

Division Career Education and Workforce Development

Subject Area Business-Noncredit

Subject Code BUSNC

Course Number 610

Course Title Microsoft Word - Advanced

TOP Code/SAM 0702.10 - Data Entry/Microcomputer Applications, General* / C -

Code Occupational

**Rationale for
adding this course
to the curriculum**

Distance On-Campus
Education Mode of Hybrid
Instruction Entirely Online
Hybrid more than 50%

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 99 times

Catalog A practical course that covers the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

Schedule
Description

SECTION D

Condition on Enrollment

3. Automating and Customizing Formatting.
4. Customizing Themes, Creating Macros, and Navigating in a Document.
5. Inserting Special Features and References.
6. Creating Specialized Tables and Indexes.
7. Working with Shared Documents.
8. Protecting and Preparing Documents.

4. Methods of Instruction:

