

AIS 003A: INTRODUCTORY MICROSOFT WORD

Formerly known as:

CIS 003 (or if cross-listed - inactivated courses associated with this course)

Originator

promero

Justification / Rationale

Enter unique number for recent approval of course

Effective Term

Spring 2019

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

003A

Full Course Title

Introductory Microsoft Word

Short Title

INTRO MS WORD

Discipline**Disciplines List**

Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Modality

Face-to-Face

100% Online

Catalog Description

Students will learn the basics of Windows and Microsoft Word. Specific topics covered include: creating and formatting a document; creating a business letter with graphics and tables; creating a research paper with references and sources; mail merge.

Schedule Description

Word processing concepts and procedures using Microsoft Word software.

Lecture Units

.5

Lecture Semester Hours

9

Lab Units

0.5

Lab Semester Hours

27

In-class Hours

36

Out-of-class Hours

18

Total Course Units

1

Total Semester Hours

54

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Randy Nordell

Title

MS Office: In Practice Word Complete with SIMnet

Edition

2016

City

New York, New York

Publisher

McGraw Hill Education

Year

2016

College Level

Yes

ISBN #

9781260113808

For Text greater than five years old, list rationale:

Special ISBN issued for ebook and online resources package.

Class Size Maximum

32

Course Content

1. Creating, Formatting, and Editing a Word Document with a Picture
 - a. Formatting paragraphs and characters
 - b. Inserting and Formatting a Picture
 - c. Correcting and Revising a Document
 - d. Printing a Document
2. Creating a Research Paper with References and Sources
 - a. Creating a Header
 - b. Typing the Research Paper Text
 - c. Creating an Alphabetical Works Cited Page
 - d. Proofreading and Revising the Research Paper
 - e. Track changes
3. Creating a Business Letter with a Table

- a. Creating a Letterhead
- b. Creating a Business Letter
- c. Addressing and Printing Envelopes
- d. Mailing Labels and Mail Merge

Lab Content

Practical exercises demonstrating the following:

1. Creating, Formatting, and Editing a Word Document with a Picture
 - a. Formatting paragraphs and characters
 - b. Inserting and Formatting a Picture
 - c. Correcting and Revising a Document
 - d. Printing a Document
2. Creating a Research Paper with References and Sources
 - a. Creating a Header
 - b. Typing the Research Paper Text
 - c. Creating an Alphabetical Works Cited Page
 - d. Proofreading and Revising the Research Paper
3. Creating a Business Letter with a Table
 - a. Creating a Letterhead
 - b. Creating a Business Letter
 - c. Addressing and Printing Envelopes
 - d. Mailing Labels and Mail Merge

Course Objectives

Objectives	
Objective 1	Apply electronic mail merge tools for mass communication distribution
Objective 2	Demonstrate ability to format research papers with references and sources.
Objective 3	Construct and edit personal and business documents
Objective 4	Use collaborative features of word and work with reports
Objective 5	Format and Customize Documents
Objective 6	Use tables, columns and graphics within a document

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Create an electronic word processing document and formatting to fit personal or business situations

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Demonstration of Word Processing Techniques and skills
Activity	Critical Thinking Team Assignments
Technology-based instruction	SIMnet 2016 Simulations and Projects
Lecture	Presentation of word processing topics
Laboratory	Technology based projects

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Laboratory projects	Lab demonstration of word processing skills covering all the content of the course.	In and Out of Class
Self-paced testing, Student preparation	Practice quizzes.	In Class Only
Written homework	Short essay answers to critical thinking questions based on textbook readings.	Out of Class Only

Oral and practical examination	Projects using Microsoft Word.	In Class Only
Student participation/contribution	Discussion questions.	In Class Only
Tests/Quizzes/Examinations	Timed quizzes.	In and Out of Class
Computational/problem-solving evaluations	Business related critical thinking assignments and class team discussions.	In and Out of Class

Assignments

Other In-class Assignments

1. Critical thinking assessment of document creation concepts
2. Team evaluations of presentations to demonstrate understanding of differences of multiple types of documents
3. Multiple choice quizzes
4. Hands on creation of multiple types of documents
5. Practical demonstration of features covered in text readings and class lecture

Other Out-of-class Assignments

1. Textbook readings
2. Technical demonstration using simulation software and projects
3. Practice quizzes
4. Create different type of documents

Grade Methods

Letter Grade Only

Distance Education Checklist

Lab Courses

How will the lab component of your course be differentiated from the lecture component of the course?

Lab and lecture are clearly differentiated in the weekly module by a Title and Indentation techniques.

From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

Lab activities are done using online grading resources. Student works on projects using MS Office and submits to SIMnet, which grades projects and quizzes and gives feedback to students, including simulations on content areas for which they did not perform well. All lab activities can be re-assessed by instructor and performance can be monitored according to reports based on content and SLOs.

How will you assess the online delivery of lab activities?

Lab activities are done using online grading resources. Student works on projects using MS Office and submits to SIMnet, which grades projects and quizzes and gives feedback to students, including simulations on content areas for which they did not perform well. All lab activities can be re-assessed by instructor and performance can be monitored according to reports based on content and SLOs.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

All data referent to student work done outside of Canvas is encrypted and synced by the access pairing created by College of the Desert IT Department.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

- Discussion forums with substantive instructor participation
- Regular virtual office hours
- Private messages
- Online quizzes and examinations
- Video or audio feedback
- Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Online Course Enrollment**Maximum enrollment for online sections of this course**

32

Other Information**MIS Course Data****CIP Code**

52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded**Attach relevant documents (example: Advisory Committee or Department Minutes)**

AIS 003A_CIS-003_CCC000569645.pdf

Approvals**Curriculum Committee Approval Date**

3/5/2019

Academic Senate Approval Date

3/14/2019

Board of Trustees Approval Date

5/17/2019

Chancellor's Office Approval Date

5/28/2019

Course Control Number

CCC000605503

Programs referencing this course

Business Information Worker Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=199>)
Computer Information Systems Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=122>)
Agri-Business AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=46>)
General Agriculture AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=49>)
Agriculture Food Safety Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=83>)
Agriculture Office Assistant Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=84>)
Agriculture Office Professional Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=85>)
Agriculture Pest Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=86>)
Agriculture Technician Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=87>)