

AIS 073: WORD PROCESSING SOFTWARE

Originator

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Justification / Rationale

As a result of research with Office Professionals, completing trainings and recommendations from Advisory Committees, we need to expand the Word Processing skills of our students. There are multiple modalities that students need to know to be ready to be flexible in the business world (such as Microsoft and Google). Many local larger employers are suggesting a need for MS Office while there is a growing trend for Office Professionals to be fluent in Google, especially for smaller businesses. We also need to expand our basic level of Word Processing to span from beginning to advanced skills.

Effective Term

Fall 2023

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

073

Full Course Title

Word Processing Software

Short Title

WORD PROCESSING

Discipline**Disciplines List**

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

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

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

Students will learn Word Processing software, concepts, procedures and skills in current applications used in Business. Specific topics covered include creating and formatting a document, creating a business memo, using graphics, tables, and styles, creating a research paper with references and sources, mail merge, integrating applications, automating tasks, working with forms and master templates, and using cloud storage.

Schedule Description

Word processing software, concepts, procedures, and skills. Advisory: AIS 005

Lecture Units

2

Lecture Semester Hours

36

Lab Units

1

Lab Semester Hours

54

In-class Hours

90

Out-of-class Hours

72

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Advisory: AIS 005

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

Web/Other

Open Educational Resource

No

Year

2022

Description

Author: TestOut Corporation

Publisher: TestOut Corporation

Platform eBook Title: TestOut Microsoft Office Library, 978-1-935080-80-0

*Special ISBN issued for eBook and online resources package.

Online resources integrated with the e-textbook including online virtual computer labs which allow students to practice, explore and try different solutions using a simulated labs, assignments, and projects.

There are no additional paid software subscriptions required.

Class Size Maximum

35

Entrance Skills

Complete AIS 005 Computer Survival Skills or be comfortable with basic computers and word processing

Requisite Course Objectives

AIS 005-Understand the basics about computers and their role in business

AIS 005-Create basic electronic presentation slides

AIS 005-Demonstrate the ability to email, save, and retrieve documents

Course Content**Common Word Processing Software**

- Types commonly used in business today

Common Features

- Ribbons and toolbars
- Backstage view
- Desktop vs web applications
- Document views
- Printing files
- Objects

Document & Text Basics

- Creating documents and using the clipboard
- Modifying fonts
- Formatting paragraphs
- Editing documents

Document Formatting and Graphics

- Formatting pages
- Inserting illustrations and other elements
- Creating and formatting tables
- Using themes, styles, and templates

Academic and Workplace Features

- Managing References
- Managing Headers, footers, and sections
- Using collaboration features

Custom Styles

- Using custom styles and themes
- Using charts

Advanced Editing and References

- Advanced find and replace
- Indexes and captions
- Review and protect documents

Automatic Document Content

- Forms and fields
- Mail merge
- Using Macros

Lab Content

Common Features

- Customize views and options, print files, navigate files, work with objects

Document and text basics

- Create documents, prepare business memo, reorganize class notes, modify fonts, prepare resume, format a worksheet, format paragraphs, format lists, edit documents

Document formatting and graphics

- Format pages, manage references, insert images, create and format table, use themes, styles, and templates

Academic and workplace features

- Add and manage references, manage headers, footers and sections, format research paper with sections, format survey report, use collaboration features

Custom styles

- Use custom styles and themes, use charts

Advanced editing and references

- Advanced find and replace, edit research paper, create indexes and captions, annotate a research paper, review and protect documents, protect a business proposal

Automatic document content

- Forms and fields, create order form, format inventory record, mail merge, send a business letter, create a label sheet, use macros, create an advertisement

Course Objectives

	Objectives
Objective 1	Prepare memos, format reports, and apply references and sources
Objective 2	Format and customize documents
Objective 3	Create tables, columns, lists, and images within a document
Objective 4	Apply collaborative features and work with reports
Objective 5	Apply electronic mail merge tools

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Apply creation and formatting tools to documents for both academic or business situations
Outcome 2	Demonstrate Word Processing skills to the overall appearance of a page by creating page borders and colors, watermarks, headers and footers, and page layout
Outcome 3	Analyze the collaboration features of word processing software offered by a variety of companies to determine how they may best be used in both academic and workplace settings

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Lecture	Presentation of word processing topics
Laboratory	Guided simulations and projects using Word Processing software
Technology-based instruction	Demonstration of word processing software techniques and skills
Participation	Critical thinking of word processing uses in business applications

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	Guided simulations and hands-on computer-based word processing guided projects (80% completed out of class, 20% in class, approximately 2.5-3 hours per week)	In and Out of Class
Tests/Quizzes/Examinations	Simulation quizzes and exams and independent projects (50% completed out of class, 50% in class, approximately 1 hour per week)	In and Out of Class
Self/peer assessment and portfolio evaluation	Self evaluation and practice tests (50% completed in class, 50% out of class, approximately 30 minutes per week)	Out of Class Only
Student participation/contribution	Discussions and group activities (50% completed out of class, 50% in class, approximately 30 minutes per week)	In and Out of Class

Assignments
Other In-class Assignments

Using Word Processing Software, create documents using skills learned in course materials and labs:

- Computer platform simulated assignments using word processing software
- Demonstrating use of word processing skills in both academic and business environments
- Add and manage references, manage headers, footers and sections, format research paper with sections, format survey report, use collaboration features
- Format pages, manage references, insert images, create and format table, use themes, styles, and templates
- Create documents, prepare business memo, reorganize class notes, modify fonts, prepare resume, format a worksheet, format paragraphs, format lists, edit documents

Other Out-of-class Assignments

Using Word Processing Software, create documents using skills learned in course materials and labs:

- Format a research paper using MLA formatting guidelines including Works Cited page, layout, footers,
- Create flyers using multiple word processing software
- Create the following documents using a word processing software: mail merge document, form, label sheet, advertisement, memo, business report
- Create custom styles and themes, use charts
- Customize views and options, print files, navigate files, work with objects

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

On-campus %

0

What will you be doing in the face-to-face sections of your course that necessitates a hybrid delivery vs a fully online delivery?

Nothing necessitates a hybrid delivery. However, student needs may indicate hybrid would be beneficial for orientations, study sessions, and individual &/or group meetings.

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 chunking techniques

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

Discussion forums with instructor participation

Private messages

Regular virtual office hours

Timely feedback as specified in syllabus

Weekly announcements

How will you assess the online delivery of lab activities?

Lab activities are done using online grading resources. Student works on simulated assignments and are submitted through platform for grading, projects and quizzes also provide instant feedback. 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 reference to student work done outside of Canvas is encrypted and synced by the access pairing created by College of the Desert IT Department.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

Canvas is used for external interaction as well.

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

Online quizzes and examinations

Private messages

Regular virtual office hours

Timely feedback and return of student work as specified in the syllabus

Video or audio feedback

Weekly announcements

External to Course Management System:

Direct e-mail

Posted audio/video (including YouTube, 3cmediasolutions, etc.)

Telephone contact/voicemail

For hybrid courses:

Library workshops

Orientation, study, and/or review sessions

Scheduled Face-to-Face group or individual meetings

Supplemental seminar or study sessions

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

Combination of all will establish regular effective contact. Regular office hours, timely feedback, instructor involvement in discussions, some announcements will also have reply option where instructor will reply.

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

Students have the opportunity to contact their instructor on the phone or through email, which gives them an extra avenue for getting feedback and assistance on course material. In addition, students may be directed to open-source audio and/or video material to supplement their learning.

Other Information

Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.

n/a

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

Not transferable

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

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

Office Professional Advisory Meeting Minutes SP22.docx

Approvals**Curriculum Committee Approval Date**

11/01/2022

Academic Senate Approval Date

11/10/2022

Board of Trustees Approval Date

12/16/2022

Chancellor's Office Approval Date

12/21/2022

Course Control Number

CCC000635080

Programs referencing this courseBIW I Office Support Technologies Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=199>)Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=223>)BIW III Remote Office Support and Technologies Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=339>)Office Technology Essentials Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=383>)