BIS M921A: MS WORD – INTERMEDIATE

Originator
fmasci

College
Moorpark College

Discipline (CB01A)
BIS - Business Information Systems

Course Number (CB01B)
M921A

Course Title (CB02)
MS Word – Intermediate

Banner/Short Title
MS Word – Intermediate

Credit Type
Noncredit

Start Term
Fall 2020

Catalog Course Description
Provides a basic understanding of word processing with Microsoft Word including document creation, formatting, and editing. Covers creating, editing, and formatting business letters, multiple-page reports, newsletters, and cover letters. Includes instruction in complex document creation, construction of tables, use of mail merge, and manipulation of columns and formatting.

Additional Catalog Notes
This course begins preparation for the Microsoft Office User certification exam for MS Word.

Taxonomy of Programs (TOP) Code (CB03)
0514.00 - *Office Technology/Office Computer Applications

Course Credit Status (CB04)
N (Noncredit)

Course Transfer Status (CB05) (select one only)
C (Not transferable);

Course Basic Skills Status (CB08)
N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)
C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
J - Workforce Preparation Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)
N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)
Y - Not Applicable

Course Noncredit Category (CB22)
J - Workforce Preparation

Funding Agency Category (CB23)
B - Partially Developed Using Economic Development Funds

Course Program Status (CB24)
1 - Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
Will not be required

Grading method
Pass/No Pass Grading

Alternate grading methods
Credit by exam, license, etc.
Student Option- Letter/Pass

Does this course require an instructional materials fee?
No

Repeatable for Credit
Yes
Number of times a student may enroll in this course
Unlimited

Maximum units a student may earn in this course
0

Units and Hours

Carnegie Unit Override
No

Total in-Class (full semester or term)
Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)
26.25
Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)
26.25

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
78.75
Total Maximum Student Learning Hours
78.75

Advisories on Recommended Preparation
BIS M20

Requisite Justification
Requisite Type
Recommended Preparation

Requisite
BIS M20

Requisite Description
Other (specify)

Specify Other Requisite Description
Preferred understanding the use of MS Word as an application within the Business Information Environment. Preferred understanding of the function of MS Word in the business environment. Skills that will help the students succeed in the course.

Level of Scrutiny/Justification
Content review

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	plan, create, edit, and complete production of business documents.
2	analyze document requirements and apply word processing software features.
3	determine and apply appropriate Microsoft Word tools to solve various business problems.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	create a document.
2	navigate through a document.
3	format a document.
4	customize options and views for documents.
5	print and save documents.
6	insert text and paragraphs.
7	format text and paragraphs.
8	order and group text and paragraphs.
9	create and modify a table.
10	create and modify a list.
11	create and manage reference markers.
12	create and manage simple references.
13	insert graphic elements.
14	format graphic elements.
15	insert and format SmartArt graphics.

Course Content

Lecture/Course Content
- **25% - Create and manage documents**
  - Create a blank document, create a blank document using a template, open a PDF in Word for editing, insert text from a file or external source
  - Search for text, insert hyperlinks, create bookmarks, move to a specific location or object in a document
  - Modify page setup, apply document themes, apply document style sets, insert headers and footers, insert page numbers, format page background elements
  - Change document views, customize views by using zoom settings, customize the Quick Access Toolbar, split the window, add document properties, show or hide formatting symbols
  - Modify print settings, save documents in alternative file formats, print all or part of a document, inspect a document for hidden properties or personal information, inspect a document for accessibility issues, inspect a document for compatibility issues
- **25% - Format text, paragraphs, and sections**
  - Find and replace text; cut, copy, and paste text; replace text by using AutoCorrect; insert special characters
  - Apply font formatting, apply formatting by using Format Painter, set line and paragraph spacing and indentation, clear formatting, apply a text highlight color to text selections, apply built-in styles to text, change text to WordArt
  - Format text in multiple columns; insert page, section, or column breaks; change page setup options for a section
- **20% - Create tables and lists**

- Convert text to tables, convert tables to text, create a table by specifying rows and columns, apply table styles
- Sort table data; configure cell margins and spacing; merge and split cells; resize tables, rows, and columns; split tables; configure a repeating row header
- Create a numbered or bulleted list, change bullet characters or number formats for a list level, define a custom bullet character or number format, increase or decrease list levels, restart or continue list numbering, set starting number value
- **10% - Create and manage references**
  - Insert footnotes and endnotes, modify footnote and endnote properties, create bibliography citation sources, modify bibliography citation sources, insert citations for bibliographies, insert figure and table captions, modify caption properties
  - Insert a standard table of contents, update a table of contents, insert a cover page
- **20% - Insert and format graphic elements**
  - Insert shapes, insert pictures, insert a screen shot or screen clipping, insert text boxes
  - Apply artistic effects, apply picture effects, remove picture backgrounds, format objects, apply a picture style, wrap text around objects, position objects, add alternative text to objects for accessibility
  - Create a SmartArt graphic, format a SmartArt graphic, modify SmartArt graphic content

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Skills demonstrations
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
Essay exams
Group projects
Individual projects
Objective exams
Problem-solving exams
Quizzes
Reports/papers
Research papers
Skills demonstrations
Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Class activities
Class discussions
Distance Education
Demonstrations
Instructor-guided interpretation and analysis
Instructor-guided use of technology

Describe specific examples of the methods the instructor will use:

- Show the program's frequently used option; such as editing a pre-existing client document for spelling, grammar, and punctuation.
- Show how specific tools are available to address common needs of a business, such as
  - using templates for common documents like the company letterhead.
  - using mail merge for client communications such as holiday greetings, company announcements, and client appreciation letters.
  - using tables for formatting data within a document such as the client's billing statement.
- Use PowerPoint to illustrate possible examples of documents used in the business environment and how to customize them.
- Analyze in class the possible pitfalls of using MS Word and explore common misconceptions, common mistakes, and inconsistencies within the program.
- Create lab assignments that can be done in class to show mastery of the topic or area being covered, such as
  - making a client billing statement using the company letterhead.
  - creating a mail merge document for the year-end thank you letter to clients.
  - correcting an existing letter to be sent out by the president.

Representative Course Assignments

Writing Assignments
1. Write the text for and create a flyer for an event on campus; format the document to print correctly.
2. Create a professional internal memo for Moorpark College to be distributed to the entire campus.
3. Research and write an essay on the subject of plagiarism. Use the tools in MS Word to properly cite your sources.
4. Create your own personal resume suitable for presenting to a potential employer.

Critical Thinking Assignments
1. Create a professional business letter in response to a customer complaint about a product.
2. Develop a written marketing plan for a product idea that could be presented to management.
3. Write a business proposal for a new business idea that could be presented to potential investors.

Reading Assignments
1. Read assigned articles about changes in MS Word from version 2016 to version 2019 (referred to as MS Office Word 365).
2. Read specific text on MS Word procedures such as how to save a template..
3. Read an article on plagiarism in colleges and how to avoid it when using content from the Internet or from any other sources.

Skills Demonstrations
1. Complete a document assignment using tools and functions in MS Word to create a flyer for a fictitious company.
2. Use tools and functions in MS Word to demonstrate mastery in creating professional memos for a fictitious company.

Outside Assignments

Representative Outside Assignments
1. Create a personal resume suitable for presenting to a potential employer.
2. Research an assigned job opening and draft a cover letter that would introduce a viable candidate to the potential employer. Use language from the job posting in the cover letter and maintain proper formatting when copying and pasting.
3. Create a company response to the public, based on a real-world situation suggested in an article, such as how General Motors would inform the public of their efforts to reach a tentative agreement with the UAW (United Automobile Workers) to prevent a strike.

Articulation

C-ID Descriptor Number
BSOT 121 X

Status
Aligned

Textbooks and Lab Manuals

Resource Type
Textbook

Classic Textbook
Yes

Description
Rutkosky, Nita, Audrey Roggenkamp, and Ian Rutkosky. *Word 2016; Levels 1 and 2: Text with Workbook*. Benchmark Series. EMC Paradigm, 2016.

Resource Type
Textbook

Classic Textbook
Yes

Description
Vermaat, Misty. *Microsoft Office 365 and Word 2016: Intermediate*. Shelly Cashman Series. Cengage Learning, 2016.

Resource Type
Textbook

Classic Textbook
Yes

Description
Lambert, Joan, and Steve Lambert. *MOS (Microsoft Office Specialist) 2016 Study Guide for Microsoft Word*. Microsoft, Pearson, 2016.

Description
Gaskin, Shelley, and Alicia Vargas. *Go! with Microsoft Office 365 Word 2019, Comprehensive*. Pearson, 2019.

Library Resources

Assignments requiring library resources
Research using the Library's print and online periodical resources.

Sufficient Library Resources exist
Yes

Example of Assignments Requiring Library Resources
Locate, possibly using the Library's specialized business databases, and read an article in a business periodical or industry publication on a topic such as the use of Microsoft Word vs. Apple's Letters in a business environment and write a short paper analyzing the usefulness of these two applications.

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will have partial course time that is face to face
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Word along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Word and how they can be used to solve problems and provide useful information.

E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to used MS Word.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Word along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Word and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to used MS Word.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Word along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Word and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to used MS Word.

Examinations

Hybrid (1%–50% online) Modality
Online
On campus

Hybrid (51%–99% online) Modality
Online

Primary Minimum Qualification
COMPUTER INFORMATION SYS

Review and Approval Dates

Department Chair
04/03/2020

Dean
04/06/2020

Technical Review
04/16/2020

Curriculum Committee
04/30/2020

DTRW-I
05/07/2020

Curriculum Committee
MM/DD/YYYY

Board
06/16/2020

CCCCO
MM/DD/YYYY

DOE/accreditation approval date
MM/DD/YYYY