

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

 X Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 136.1-4 Word Modules I-IV

- OIS 136.1 Word Basic Module I
- OIS 136.2 Word Intermediate Module II
- OIS 136.3 Word Advanced Module III
- OIS 136.4 Word Special Projects Module IV

UNIT VALUE: 1 unit for each Module; 4 units total

MINIMUM NUMBER OF SEMESTER HOURS: 32 hours per unit

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE:

COREQUISITE:

RECOMMENDED PREPARATION:

Module I: A minimum grade of “C” in OIS 102 and 120.

Module II: A minimum grade of “C” in OIS 136.1

Module III: A minimum grade of “C” in OIS 136.2

Module IV: A minimum grade of “C” in OIS 136.3

SCOPE OF COURSE:

Word Basic Module I:

Hands-on application with Microsoft Word. Students will create, save, close, open, edit, and print a variety of business documents utilizing the following software features: finding and replacing text; moving and copying text; spell, thesaurus, grammar, and auto text; character, paragraph, page, and document formatting; envelopes; tables; columns; headers/footers; smart tags; tables; basic desktop publishing; and borders and special characters. The Class Schedule will designate software version covered.

Word Intermediate Module II:

Refinement of the basic skills learned in OIS 136.1 and practice with the more sophisticated features of Word on multi-page documents including advanced document formatting, merge and labels; hyperlinks; styles and templates; outlines; footnotes and endnotes; comparing and merging documents; linking and embedding objects; charts; Microsoft Office integration; and basic web page design. In addition, more advanced printing and file management techniques will be explored. The Class Schedule will designate software version covered.

Word Advanced Module III:

Refinement of the skills learned in OIS 136.2 and practice with the advanced features of Word on a variety of multi-page business documents including advanced file management; macros; customizing Word; on-screen forms; master and sub documents; tracking changes; index and table of contents; and bookmarks and cross references. The Class Schedule will designate software version covered.

Word Special Projects Module IV:

Designed to aid the student in producing individual projects utilizing the Word for Windows software. Content will be decided between the student and the instructor under a signed contract.

SPECIFIC COURSE OBJECTIVES:

Word Basic Module I: Successful students will

1. demonstrate a knowledge of word processing fundamentals;
2. interpret and apply fundamental word processing concepts to the equipment used;
3. create, save, open, edit, and print a variety of business documents;
4. exhibit proficiency in using basic functions of Word;
5. proofread appropriately from both the monitor and hard copy.

Word Intermediate Module II: Successful students will

1. apply word processing skills to an intermediate level;
2. interpret and apply the more sophisticated features of Word, such as columns, draw objects, and tables;
3. create, save, open, edit, and print a variety of multi-page business documents;
4. interpret and apply the more advanced Word features such as sort/select, hyperlinks, bookmarks and cross-references, and master and subdocuments.
5. proofread appropriately from both the monitor and hard copy;

Advanced Word Module III: Successful students will

1. interpret and apply advanced word processing skills, such as customizing forms, toolbars, and menus and charts; interpret and apply the advanced features of Word such as merge and macros;
2. create, save, open, edit, and print a variety of multi-page documents;
3. proofread appropriately from both the monitor and hard copy;
4. apply advanced document management techniques.

Word Special Projects Module IV: Successful students will

1. design and produce realistic business projects;
2. proofread appropriately from both the monitor and hard copy.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

Word Basic Module I:

- A. Overview of hardware and software
- B. Word processing defined; introduction to Word
- C. Disk care, labeling, and formatting
- D. Booting the system; opening files; shutdown
- E. Mouse/cursor movement

- F. Basic file management/creating/saving/opening/editing/closing/printing documents
- G. Selecting text
- H. Enhancing text
- I. Formatting paragraphs
- J. Finding and replacing text
- K. Copying and moving text
- L. Spell/grammar/Thesaurus/autocorrect
- M. Page Layout/columns
- N. Headers/footers/tables/sort
- O. Borders and shading/basic desktop publishing
- P. Disk backup
- Q. Practical exercises with a variety of one-page business documents
- R. Practice proofreading techniques

Word Intermediate Module II:

- A. Advanced document formatting
- B. Comparing and merging documents
- C. Linking and embedding
- D. Mail merge/labels
- E. Charts
- F. Microsoft Office integration
- G. Styles/Templates
- H. Hyperlinks
- I. Footnotes and endnotes
- J. Practical exercises with a variety of multi-page business documents
- K. Practice proofreading techniques

Word Advanced Module III:

- A. On-screen forms
- B. Advanced file management
- C. Master and Sub documents
- D. Macros/index/table of contents
- E. Tracking changes
- F. Customizing toolbars and menus
- G. Bookmarks and cross-references
- H. Practical exercises with a variety of business documents
- I. Practice proofreading techniques

Word Special Projects Module IV:

- A. Independently design and produce a business-related project(s)
- B. Practice proofreading techniques

REQUIRED READING:

Word Basic Module I

Zimmerman, S. Scott, Zimmerman, Beverly B., and Shaffer, Ann. Microsoft Word 2002 Comprehensive, New Perspectives series. Boston, MA: Course Technology/Thomson Learning, 2002. Tutorials 1-4

Word Intermediate Module II

Zimmerman, S. Scott, Zimmerman, Beverly B., and Shaffer, Ann. Microsoft Word 2002 Comprehensive, New Perspectives series. Boston, MA: Course Technology/Thomson Learning, 2002. Tutorials 5-7.

Word Advanced Module III

Zimmerman, S. Scott, Zimmerman, Beverly B., and Shaffer, Ann. Microsoft Word 2002 Comprehensive, New Perspectives series. Boston, MA: Course Technology/Thomson Learning, 2002. Tutorials 8-10.

Word Special Projects Module IV

A variety of current Word 2000 reference manuals and/or periodicals.

SUGGESTED READING: Current reference materials in the version of the software in which the student is working.

REQUIRED WRITING: Skills demonstration is more appropriate; students create, save, open, edit, and print a variety of documents as well as practice the features of the software. Students will be required to electronically compose a variety of one-three page business documents utilizing the technology and concepts of the module in which they are currently registered.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes. Due to the nature of the open-entry concept, students are encouraged to spend at least 4 hours per week in and/or out of the lab to complete each Module within 8 weeks from the time they register. This work may include required reading and studying of assigned chapters in text, review of lecture material, proofreading and correcting of assigned exercises. Additional lab time may be required to solidify concepts.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Students work in an individualized, self-paced, open-entry lab; the instructor orients the student to lab procedures, equipment, and materials. Lectures are arranged on a rotating basis and posted on a master calendar. An instructor and a laboratory technician are available for student questions.

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Word Basic Module I

Assignments (based on a 4-point system)	60%
Written Quizzes	20%
Final Module Exam	20%

Word Intermediate Module II

Assignments (based on Mailable/Unmailable system).....	60%
Written Quizzes	20%
Final Module Exam	20%

Word Advanced Module III

Assignments (based on Mailable/Unmailable system)	50%
Written Quizzes	20%
Midterm	15%
Final Module Exam	15%

Word Special Projects Module IV

Final Project(s)	100%
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IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes X No Number of times course may be taken for credit: 2 ; each Module may be taken 2 times for credit.

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

CONTACT PERSON: Judy Dolan

SIGNATURES ON FILE