CAOT R805: MS WORD

Originator
ptrujillo

College
Oxnard College

Discipline (CB01A)
CAOT - Computer Apps/Office Tech

Course Number (CB01B)
R805

Course Title (CB02)
MS Word

Banner/Short Title
MS Word

Credit Type
Noncredit

Start Term
Fall 2022

Catalog Course Description

This course is designed to provide the learner with basic to intermediate level of understanding of word processing with Microsoft Word including basic document creation, formatting, and editing using Microsoft Word. Learners create, edit, and format business letters, multiple-page reports, newsletters, and cover letters. This course prepares the student for the Microsoft Office User certification exam for Word.

Taxonomy of Programs (TOP) Code (CB03)
0702.10 - *Software 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)
K - Other Noncredit 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)
I - Short-Term Vocational

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

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
(L) Letter Graded

Alternate grading methods
(O) Student Option- Letter/Pass
(E) Credit by exam, license, etc.
(P) Pass/No Pass Grading

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
Yes

Total in-Class (full semester or term)
Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)
50
Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)
50

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
50
Total Maximum Student Learning Hours
50

Advisories on Recommended Preparation
CAOT R801

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

1	Format a research report.
2	Create a business flyer to include the use of a graphic and different formatting styles.
3	Create a formal business letter using block style and traditional line spacing.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1	Plan, create, edit and complete production of business documents.
2	Format and manipulate text and graphics
3	Create and set tabs in a document
4	Customize documents with formatting features
5	Create documents with headers and footers
6	Add pictures to business documents and brochures
7	Create documents using tables and organization charts
8	Create appropriate formatting for research documents
9	Create a business flyer
10	Determine and apply appropriate problem solving techniques.
11	Analyze document requirements and apply word processing software features.

Course Content

Lecture/Course Content

1. Introduction to Word
   a. Word Tasks Overview
2. Creating Documents and Using the Clipboard
   a. Text Selection
   b. The Clipboard
   c. Document File Formats
   d. Word Printing Tips
   e. Text Importing
   f. Document Creation Facts
3. Modifying Fonts
   a. Font Changes
   b. Font Choices
   c. Font Facts
4. Formatting Paragraphs
   a. Paragraph and Line Spacing
   b. Indentation and Tabs
   c. Bulleted and Numbered Lists
   d. Paragraph and Formatting Facts
5. Formatting Pages
   a. Page Layout Options
   b. Page and Column Breaks
   c. Tab Stops
   d. Page Formatting Facts
6. Editing Documents
   a. AutoCorrect Options
   b. Spell Checking
   c. The Thesaurus
   d. Document Editing Facts
7. Inserting Illustrations and Other Elements
   a. Text Wrap Options
   b. Illustration Formatting

    c. Building Blocks and Other Elements
    d. Word Illustration Facts
8. Creating and formatting Tables
    a. Word Tables
    b. Table Formatting
    c. Advanced Table Formatting
    d. Word Table Facts
9. Using Themes, Styles, and Templates
    a. Word Styles
    b. Themes and Style Sets
    c. Word Templates
    d. Word Theme and Style Facts
10. Managing References
    a. Citations and References
    b. Footnotes, Endnotes, and Advanced Citations
    c. Captions
    d. Table of Content
    e. Reference Facts
11. Managing Headers, Footers, and Sections
    a. Headers and Footers
    b. Header and Footer Options
    c. Next Page Section Breaks
    d. Continuous Section Breaks
    e. Word Header, Footer, and Section Facts
12. Using Collaboration Features
    a. Track Changes and Comments
    b. Combining Revisions
    c. Distributing Files
    d. Collaboration Facts
13. Using Macros
    a. Macros
    b. Macros Facts

Methods of Evaluation

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

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):
Individual projects
Laboratory activities
Objective exams
Quizzes
Reports/papers
Skills demonstrations
Skills tests or practical examinations

Instructional Methodology

Specify the methods of instruction that may be employed in this course
Audio-visual presentations
Class discussions
Demonstrations
Distance Education
Group discussions
Instructor-guided use of technology
Internet research
Laboratory activities
Lecture

Describe specific examples of the methods the instructor will use:

Methods of instruction may include lectures, presentations, videos, demonstrations, discussions and other modes provided by the instructor on business document formatting, MS Word features, collaboration tools and more.

Representative Course Assignments

Reading Assignments

1. Students are required to read and study the information in each chapter, such as formatting features, use of graphics, headers and footers, and other MS Word features.
2. Students are required to study handouts and material presented on the World Wide Web at sources listed by the instructor to support the course content on topics such as, business documents creation and formatting. Example of websites: http://owl.english.purdue.edu/owl (http://owl.english.purdue.edu/owl/)

Skills Demonstrations

Skills demonstrations include:

1. Prepare a business memo
2. Reorganize class notes
3. prepare a resume
4. Format a math worksheet
5. Format a research paper paragraphs
6. Format lists
7. Format a report draft
8. Format a music program
9. Edit and essay
10. Edit a newspaper article
11. Insert images for a poster
12. Insert images for a flyer
13. Format a calendar
14. Format tables for a sales report
15. Create a certificate using a template
16. Format a newsletter
17. Manage essay references
18. Format a survey report
19. Prepare a business memo for distribution

Outside Assignments

Articulation

C-ID Descriptor Number
BSOT 111X

Status
Aligned

Textbooks and Lab Manuals

Resource Type
Other Resource Type

Description
Business brochures and research papers utilizing different formatting styles.

Resource Type
Websites

Description

"IT Certification Training Courseware: MOS Certification Training." *IT Certification Training Courseware | Microsoft Office 2019 Certificate Training,* http://www.testout.com/

Library Resources

Sufficient Library Resources exist
Yes

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (1%–50% online)
Hybrid (51%–99% 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
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group reminders of deadlines, and to inform of upcoming course content
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group reminders of deadlines, and to inform of upcoming course content

| Face to Face (by student request; cannot be required) | Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns. |
| Telephone | The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature. |

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send group reminders of deadlines, and to inform of upcoming course content
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature.
Synchronous Dialog (e.g., online chat)	Online chat will provide the opportunity for discussions and to answer questions and provide feedback.
Video Conferencing	Lectures will be recorded to introduce new chapter content, to demonstrate software or computer use, and to provide examples.

Examinations

Hybrid (1%–50% online) Modality

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification
COMPUTER INFORMATION SYS

Additional Minimum Qualifications

Minimum Qualifications
Office Technologies
Business Education

Review and Approval Dates

Department Chair
09/04/2019

Dean
09/04/2019

Technical Review
09/11/2019

Curriculum Committee
09/11/2019

DTRW-I
10/10/2019

Curriculum Committee
10/23/2019

Board
11/12/2019

CCCCO
12/13/2019

Control Number
CCC000611298

DOE/accreditation approval date
MM/DD/YYYY