AIS 003A: INTRODUCTORY MICROSOFT WORD

Originator
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Co-Contributor(s)

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Justification / Rationale
Adding hybrid option.
Updating the book.

Effective Term
Fall 2022

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
Hybrid

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

Nordell, R., Graves, P.

Title

Microsoft Word 365 Complete In Practice (eBook with Simnet)

Edition

2019

City

New York

Publisher

McGraw-Hill Education

Year

2020

College Level

Yes

ISBN #

978-1264246090

For Text greater than five years old, list rationale:

Special ISBN issued for ebook and online resources package.

Class Size Maximum

35

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 format 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	Guided 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 (30 minutes per week out of class)	Out of Class Only

Self-paced testing	Practice quizzes (30 minutes per week in or out of class).	In and Out of Class
Written homework	Short essay answers to critical thinking questions based on textbook readings (30 minutes per week).	Out of Class Only
Oral and practical examination	Projects using Microsoft Word 1 hour in class, (30 minutes out of class per week).	Out of Class Only
Student participation/contribution	Discussion questions (30 minutes per week in or out of class).	In and Out of Class
Tests/Quizzes/Examinations	Timed quizzes (1 hour total out of class).	Out of Class Only
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 (30 minutes per week)
2. Technical demonstration using simulation software and projects (1 hour per week)
3. Practice quizzes (30 minutes per week)
4. Create different type of documents (1 hour per week)

Grade Methods
Letter Grade Only

Distance Education Checklist

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

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
Online quizzes and examinations
Private messages
Regular virtual office hours
Video or audio feedback
Weekly announcements

External to Course Management System:

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

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.

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.

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

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)
AIS 003A_CIS-003_CCC000569645.pdf

Approvals

Curriculum Committee Approval Date
11/02/2021

Academic Senate Approval Date
11/11/2021

Board of Trustees Approval Date
12/17/2021

Chancellor's Office Approval Date
02/03/2022

Course Control Number
CCC000605503

Programs referencing this course

Hospitality Management Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=117)
Business Information Worker - Office Professional Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=199)
Applications and Information Systems AS Degree (http://catalog.collegeofthedesert.eduundefined/?key=223)
Business Remote Worker Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=339)
Agri-Business AS Degree (http://catalog.collegeofthedesert.eduundefined/?key=46)
General Agriculture AS Degree (http://catalog.collegeofthedesert.eduundefined/?key=49)
Hospitality Management AS Degree (employment preparation) (http://catalog.collegeofthedesert.eduundefined/?key=60)
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)