

## Washtenaw Community College Comprehensive Report

### BOS 157 Word Processing and Document Formatting I Effective Term: Winter 2018

#### Course Cover

**Division:** Business and Computer Technologies

**Department:** Business

**Discipline:** Business Office Systems

**Course Number:** 157

**Org Number:** 13200

**Full Course Title:** Word Processing and Document Formatting I

**Transcript Title:** Word Process & Doc Format I

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Course Change

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course description**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Three year review to include updates to the course description and outcomes.

**Proposed Start Semester:** Winter 2018

**Course Description:** In this course, students learn various word processing and document formatting techniques using Microsoft Word. Skills include formatting documents, creating tables, and inserting and formatting graphics. The application to Word processing concepts and functions to current business environments are stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm. Upon completion of this course, students may be eligible to take the Microsoft Office Word Certification Exam through Certiport, the premiere certification organization endorsed by Microsoft.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor:** 45 **Student:** 45

**Lab: Instructor:** 0 **Student:** 0

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 45 **Student:** 45

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

## College-Level Math

### Requisites

#### General Education

##### **Degree Attributes**

High School articulation approved

##### **General Education Area 7 - Computer and Information Literacy**

Assoc in Arts - Comp Lit

Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

#### Request Course Transfer

##### **Proposed For:**

#### Student Learning Outcomes

1. Create, edit, format, and save simple documents.

##### **Assessment 1**

Assessment Tool: Microsoft Word GMetrix exam

Assessment Date: Winter 2018

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: All students

How the assessment will be scored: GMetrix exam is scored online

Standard of success to be used for this assessment: 70% of students will score 70% or higher on the Microsoft Word GMetrix exam

Who will score and analyze the data: Departmental faculty

2. Utilize word processing features, tools and techniques to improve the effectiveness and appearance of documents.

##### **Assessment 1**

Assessment Tool: Microsoft Word GMetrix Exam

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#### Course Objectives

1. Format various letter styles.
2. Format memorandums.
3. Format reports.
4. Create, open, select, edit, save, and close documents.
5. Format text and paragraphs.

6. Set margins, tab stops, line spacing, and text alignment.
7. Perform print options.
8. Move and copy text.
9. Find and replace text.
10. Use the spelling, grammar, and thesaurus tools.
11. Create, rename, and delete folders and files.
12. Change typeface and point size.
13. Create headers and footers.
14. Create page breaks, section breaks, and page numbering.
15. Create and apply styles.
16. Create and modify a table.
17. Insert and format graphic elements.
18. Customize options and views for documents.
19. Insert text and paragraphs.
20. Navigate through a document.

## New Resources for Course

### Course Textbooks/Resources

Textbooks  
Manuals  
Periodicals  
Software

### Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
<b>Faculty Preparer:</b> <i>Joyce Jenkins</i>	<i>Faculty Preparer</i>	<i>Aug 10, 2017</i>
<b>Department Chair/Area Director:</b> <i>Julianne Davies</i>	<i>Recommend Approval</i>	<i>Aug 21, 2017</i>
<b>Dean:</b> <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Aug 22, 2017</i>
<b>Curriculum Committee Chair:</b> <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Oct 17, 2017</i>
<b>Assessment Committee Chair:</b> <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Oct 18, 2017</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Oct 25, 2017</i>