

Washtenaw Community College Comprehensive Report

BOS 257 Word Processing and Document Formatting II Effective Term: Fall 2023

Course Cover

College: Business and Computer Technologies

Division: Business and Computer Technologies

Department: Business

Discipline: Business Office Systems

Course Number: 257

Org Number: 13200

Full Course Title: Word Processing and Document Formatting II

Transcript Title: Word Process & Doc Format II

Is Consultation with other department(s) required: No

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

Reason for Submission: Three Year Review / Assessment Report

Change Information:

Consultation with all departments affected by this course is required.

Rationale: Three-year review

Proposed Start Semester: Fall 2023

Course Description: This is the second of two courses in word processing and document formatting. Students are introduced to advanced word processing formatting and functions such as macros, styles, templates, graphics, Web pages, versions, forms, WordArt, Draw, outlines, indexes, and mail merges. The formatting of memos, letters, reports and specialized documents according to current business standards is emphasized throughout the course. Students should be familiar with Windows.

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

Prerequisite

BOS 157

General Education

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. Use efficient Microsoft Word techniques when creating reports and labels to create and format industry standard business documents.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 75% of students will score 75% or higher.

Who will score and analyze the data: Departmental faculty

2. Use efficient Microsoft Word techniques when creating and customizing tables, table content, table layout, and table design.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 75% of students will score 75% or higher.

Who will score and analyze the data: Departmental faculty

3. Analyze Microsoft Word document requirements and use appropriate features when creating business documents that require the integration of pictures, shapes, desktop publishing, and graphic features.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 75% of students will score 75% or higher.

Who will score and analyze the data: Departmental faculty

4. Use efficient Microsoft Word techniques to effectively integrate applications, create, save, and customize templates, write rules in mail merge and macros, and create and customize forms using form fields.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2024

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 75% of students will score 75% or higher.

Who will score and analyze the data: Departmental faculty

Course Objectives

1. Create and format reports using industry acceptable standards, including APA style.
2. Utilize advanced header and footer options.
3. Complete mail merge using various document types, recipient options and merge rules.
4. Customize table content layout and design.
5. Insert, edit, and customize pictures.
6. Insert, edit, and customize shapes.
7. Use desktop publishing features, including page settings, drop caps, and watermarks.
8. Customize and create themes.
9. Insert, edit, and customize text boxes, SmartArt, and charts.
10. Employ advanced collaboration features including markup, tracking, sharing, inspecting, and protecting of documents.
11. Integrate office applications using links and embedded objects and files.
12. Create, customize, and use templates and macros.
13. Create and customize forms using content control fields.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Joyce Jenkins</i>	<i>Faculty Preparer</i>	<i>Mar 08, 2023</i>
Department Chair/Area Director: <i>Joyce Jenkins</i>	<i>Recommend Approval</i>	<i>Mar 16, 2023</i>
Dean: <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Mar 16, 2023</i>
Curriculum Committee Chair: <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Apr 07, 2023</i>
Assessment Committee Chair: <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Apr 13, 2023</i>
Vice President for Instruction: <i>Victor Vega</i>	<i>Approve</i>	<i>Apr 17, 2023</i>

Washtenaw Community College Comprehensive Report

BOS 257 Word Processing and Document Formatting II Effective Term: Fall 2011

Course Cover

Division: Business and Computer Technologies

Department: Business Office Systems

Discipline: Business Office Systems

Course Number: 257

Org Number: 13310

Full Course Title: Word Processing and Document Formatting II

Transcript Title: Word Process & Doc Format II

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:

Course description

Pre-requisite, co-requisite, or enrollment restrictions

Outcomes/Assessment

Objectives/Evaluation

Rationale: To ensure students have the skill sets to be successful in BOS 257, students must take the Level I Prereq of BOS 157.

Proposed Start Semester: Fall 2011

Course Description:

This is the second of two courses in word processing and document formatting. Students are introduced to advanced word processing formatting and functions such as macros, styles, templates, graphics, Web pages, versions, forms, WordArt, Draw, outlines, indexes, and mail merges. The formatting of memos, letters, reports and specialized documents according to current business standards is emphasized throughout the course. Students should be familiar with Windows.

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

Prerequisite

General Education

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Use efficient techniques to create and format typical business documents using standard style guides and manuals.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

2. Analyze document requirements, and use appropriate features when creating business documents that require the integration of text, charts, and/or graphics for distribution or presentation.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

3. Format documents using advanced editing and formatting features.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

4. Convert text, table, and chart data between applications.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of 24.

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

Course Objectives

1. Format block letters with revisions and open or mixed punctuation.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

2. Format modified block letters with revisions and open or mixed punctuation.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

3. Format the AMS simplified letter with revisions.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

4. Format the heading of memoranda in an audience-appropriate form.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

5. Key memoranda from rough drafts.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

6. Set acceptable margins and key unbound reports from rough drafts.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

7. Key leftbound reports from rough drafts with footnotes, endnotes, etc.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

8. Key topbound reports and use headers and footers and styles.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

9. Work with long tables changing the size and using page breaks.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

10. Use sort and perform calculations in tables.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

11. Insert, scale and crop graphics.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

12. Add borders to graphics.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

13. Use drop caps and WordArt.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

14. Work with newsletter layout and use drawing tools to create special effects.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

15. Insert and position text boxes and group and link those boxes.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

16. Create pull quotes.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

17. Use prepared templates to create documents.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

18. Create, insert, edit and delete AutoText entries.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

19. Create and run a macro.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

20. Create a form document and insert text boxes, checkboxes, and drop-down lists.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

21. Protect, fill-in and unprotect an online form.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

22. Work with advanced charts and split a table to create two separate tables.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

23. Work with multiple tables.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

24. Use Table AutoFormat and AutoFit and change the column width and row height.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

25. Create a table that performs calculations.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes
Matched Outcomes

26. Create an outline and a new document simultaneously.

Methods of Evaluation
Activity or Exercise
Exams/Tests
Quizzes
Matched Outcomes

27. Outline an existing document.

Methods of Evaluation
Activity or Exercise
Exams/Tests
Quizzes
Matched Outcomes

28. Collapse, expand, organize, and number an outline.

Methods of Evaluation
Activity or Exercise
Quizzes
Matched Outcomes

29. Create a master document.

Methods of Evaluation
Activity or Exercise
Exams/Tests
Quizzes
Matched Outcomes

30. Create an index and table of contents using heading styles.

Methods of Evaluation
Activity or Exercise
Exams/Tests
Quizzes
Matched Outcomes

31. Insert and verify hyperlinks in a document.

Methods of Evaluation
Activity or Exercise
Exams/Tests
Quizzes
Matched Outcomes

32. Create an HTML file suitable for uploading to the web.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer

Action

Date

Faculty Preparer:

Faculty Preparer

*Mar 03,
2011*

Department Chair/Area Director: *Joyce
Jenkins*

Recommend Approval

*Mar 28,
2011*

Dean: *Rosemary Wilson*

Recommend Approval

*Apr 15,
2011*

Vice President for Instruction: *Stuart
Blacklaw*

Approve

*May 20,
2011*