**ESSEX COUNTY COLLEGE**

**Business Division**

**OCT 250 *–* Word/Information Processing Applications I**

**Course Outline**

**Course Number & Name:**  OCT 250 Word/Information Processing Applications I

**Credit Hours:**  3.0 **Contact Hours:**  3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  Grades of “C” in OCT 106, OCT 121, and ENG 101 or placement

**Co-requisites:** OCT 106, OCT 121, and ENG 101 **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course provides hands-on experience in the operation of computers. Students learn to use state-of-the-art word processing software such as Microsoft Word. They learn to carry out such tasks as booting the equipment, saving, editing, retrieving, list/merging, sorting, and other specialized machine operations. Documents that students learn to process are representative of those prepared in typical business offices. In addition, the Microsoft Certified Application Specialist (MCAS)program will be described in detail.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. explain and apply correctly word/information processing concepts;

2. use equipment capabilities in the production of final communications with the speed and accuracy expected from an entry-level office worker; and

3. utilize effective basic business communication skills (e.g., spelling, grammar, composition, punctuation, listening, and proofreading).

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Explain and apply correctly word/information processing concepts:
   1. *create documents, select and edit text, format characters, and format paragraphs*;
   2. *set tabs and tabbed columns, move and copy text, and set margins and print options;*
   3. *control page and section breaks and insert page numbers, headers, and footers;*
   4. *apply styles and theme; use, create, and attach templates; insert and edit tables;* and
   5. *create and format multiple column layouts*

2. Use equipment capabilities in the production of final communications with the speed and accuracy expected from an entry-level office worker:

2.1 *format business documents taken from realistic business situations in a timely manner*

**Measurable Course Performance Objectives (MPOs)** (continued):

3. Utilize effective basic business communication skills (e.g., spelling, grammar, composition, punctuation, listening, and proofreading):

3.1 *edit documents using correct spelling, grammar, and punctuation;* and

3.2 *format rough-draft documents with minimal typographical and format errors*

**Methods of Instruction**: The instruction will consist of a combination of lectures, PowerPoint presentations, computer lab assignments, and individual study and practice.

**Outcomes Assessment:** Test and exam questions are blueprinted to course objectives. Checklist rubrics are used to evaluate application assignments, projects and the portfolio for the presence of course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The results of this analysis are used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned homework and projects by due date.

3. Take part in class discussions.

4. Take all tests and quizzes when scheduled; these include a minimum of four class tests and a cumulative departmental final exam.

**Methods of Evaluation:** Final course grades will be computed as follows:

**% of**

**Grading Components final course grade**

* **Classwork/Application Assignments 50%**

Assignments given strengthen students’ skills and frequently simulate actual office systems practices. They are evaluated on quality, quantity, and timeliness and indicate the extent to which students master course objectives.

* **4 or more Tests** (dates specified by the instructor) **10%**

These tests show evidence of the extent to which students meet the course objectives, including but not limited to spelling, formatting, communication skills, basic keyboarding, word processing concepts, and proofreading.

* Projects (dates specified by the instructor) 10%

These independent projects will measure students’ understanding of the concepts in each unit and are evaluated for the presence of course objectives.

**Methods of Evaluation** (continued)**:**

**% of**

**Grading Components final course grade**

* **Portfolio**  **10%**

The portfolio consists of a representational sample of students’ work for grading/employment purposes. These documents should be neatly arranged in a folder for final assessment.

* **Final Exam**  **20%**

The **comprehensive** final exam will show evidence of the extent to which students have understood and achieved all course objectives.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time for all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **Microsoft Office Word 2007: The Professional Approach Series**, by Deborah Hinkle; published by Glencoe-McGraw Hill/Irwin Publishing Company, 2008. ISBN #: 978-0-07-329464-3

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| **Week** | **Content/Topics** | **Lessons** |
| 1 | Review class syllabus and log-in procedure  **Unit 1: Basic Skills**  Lesson 1, Creating a Document | 1 |
| 2 – 3 | Lesson 2, Selecting and Editing Text  Lesson 3, Formatting Characters | 2 – 3 |
| 4 | Lesson 4, Writing Tools  **Unit 1 Applications, Project 1, Test 1** | 4 |
| 5 – 6 | **Unit 2: Paragraph Formatting, Tabs, and Advanced Editing**  Lesson 5, Format Paragraphs  Lesson 6, Tabs and Tabbed Columns | 5 – 6 |
| 7 – 8 | Lesson 7, Move and Copy  Lesson 8, Find and Replace  **Unit 2 Applications, Project 2, Test 2** | 7 – 8 |
| 9 – 10 | **Unit 3: Page Formatting**  Lesson 9, Margins and Print Options  Lesson 10, Page and Section Breaks  Lesson 11, Page Numbers, Headers, and Footers | 9 – 11 |
| 11 – 12 | Lesson 12, Styles and Themes  Lesson 13, Templates  **Unit 3 Applications, Project 3, Test 3** | 12 – 13 |
| 13 – 14 | **Unit 4: Tables and Columns**  Lesson 14, Tables  Lesson 15, Advanced Tables  Lesson 16, Columns  **Unit 4 Applications, Project 4, Test 4** | 14 – 16 |
| 15 | **Comprehensive Departmental Final Exam** |  |