**ESSEX COUNTY COLLEGE**

**Business Division**

**OCT 251 *–* Word/Information Processing Applications II**

**Course Outline**

**Course Number & Name:**  OCT 251 Word/Information Processing Applications II

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

**Prerequisites**:  Grades of “C” or better in OCT 106, OCT 121, OCT 250, and ENG 101 or placement

**Co-requisites:** OCT 107 and OCT 210 **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course is a continuation of OCT 250. Students will review the basic concepts of Microsoft Word and will be introduced to advanced applications not covered in OCT 250. A variety of realistic business documents will be created, in addition to MCAS (Microsoft Certified Application Specialist) activities. Proofreading and editing skills will be emphasized.

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

1. implement advanced Microsoft Word word-processing commands;

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

3. utilize effective basic business communication skills (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. Implement advanced Microsoft Word word-processing commands:
	1. *insert, move and format clip art, create Word Art, and insert, modify, group, order and align shapes;*
	2. *apply page, character, and paragraph formatting, insert and link text boxes, create a pull quote, create and modify styles, create a newsletter-style column layout, and manipulate a multi-section layout;*
	3. *create Smart Art, create charts, edit chart data, modify chart types, add and modify chart options, and format charts and chart elements;*
	4. *merge documents, manipulate fields and forms, create, run, edit, copy, rename, and delete macros and customize the Quick Access toolbar;*
	5. *insert footnotes and endnotes;* and
	6. *create outlines and tables of contents, create comments, track changes, compare and merge documents, and insert hyperlinks*

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

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

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

3. Utilize basic business communication skills (spelling, grammar, composition, punctuation, 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 discussion of assignments, homework, and classwork exercises; classroom presentations demonstrating the skill or techniques to be learned; teacher observation of student’s technique in applying skills; and assessment and discussion of portfolio assignments.

**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 exams when scheduled; these include a minimum of 3 exams.

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

 **% of**

**Grading Components final course grade**

* Application Assignments 50%

Application 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.

* **3 or more Exams** (dates specified by the instructor) **20%**

 These exams 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.

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

 **% of**

**Grading Components final course grade**

* Projects (dates specified by the instructor) 20%

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

* **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.

**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 – 3 | Review class syllabus and log-in procedure**Unit 5: Graphics and Charts**Lesson 17, Graphics – insert clip art, move and format clip art, create Word Art, work with shapes, modify shapes, control order, group, and align shapesLesson 18, Text Boxes and Desktop Publishing – apply page formatting, apply character and paragraph formatting, create and modify styles, create a newsletter-style column layout, insert text boxes, create a pull quote, link text boxes, and work with a multi-section layoutLesson 19, Smart Art and Charts – create Smart Art, create charts, edit chart data, modify chart types, add and modify chart options, and format charts and chart elements | 17 – 19 |
| 4 | **Unit 5 Applications, Project 5, Exam 1** |  |
| 5 – 7 | **Unit 6: Advanced Topics**Lesson 20, Mail Merge – create a main document, create a data source, insert merge fields into a main document, perform a mail merge, use data from other applications, edit an existing main document, sort and filter a data source, and create mailing labelsLesson 21, Fields and Forms – insert fields, view, edit, and update field codes, understand bookmarks, create a template to use as a form, insert content controls and form fields, protect and save a form, and use and edit a formLesson 22, Macros – create, run, edit, copy, rename, and delete macros and customize the Quick Access toolbar | 20 – 22 |
| 8 | **Unit 6 Applications, Project 6, Exam 2** |  |
| 9 – 11 | **Unit 7: Long Documents and Document Sharing**Lesson 23, Footnotes and Endnotes – add, view, edit and format footnotes and endnotes, move, copy, and delete footnotes, change the placement of and the numbering of footnotes and endnotes, and create a bibliographyLesson 24, Outlines, Indices and Tables of Contents – create an outline, identify index entries, format, compile, edit and update an index, and create, format, edit and update a table of contents | 23 – 25 |
| **Week** | **Content/Topics** | **Lessons** |
| 9 – 11(continued) | Lesson 25, Sharing Your Work and Hyperlinks – create comments, use the ‘track changes’ feature, compare and merge documents, review a document and secure document content, and insert hyperlinks | 23 – 25 |
| 12 – 13 | **Unit 7 Applications, Project 7, Exam 3** |  |
| 14 – 15 | Completion of Portfolio**Portfolio due** | 17 – 25 |