1. **COURSE TITLE:** Word Processing I

**COURSE NUMBER:** 1130  **CATALOG PREFIX:**  OFIT

1. **PREREQUISITES OR COREQUISITE:**  None
2. **CREDIT HOURS:**  3.0 **LECTURE HOURS:**  2.5

**LABORATORY HOURS:** .5 (1 Contact) **OBSERVATION HOURS:** 0

1. **COURSE DESCRIPTION:**

Beginning word processing course using adopted Microsoft Word release edition. Focus will be on creating, formatting, editing, saving, retrieving and printing documents using word processing software. Included will be maintenance and customization of documents, creating and formatting tables and enhancing documents with special features in preparation for the Microsoft Word Exam.

1. **GRADING:**

Grading will follow the policy in the catalog.

|  |  |  |
| --- | --- | --- |
| Letter Grade | Percentage | Grade Point |
| A – Excellent | 90.0% to 100.0% | 4.0 |
| B – Good | 80.0% to 89.9% | 3.0 |
| C – Fair | 70.0% to 79.9% | 2.0 |
| D – Poor | 60.0% to 69.9% | 1.0 |
| F – Failure | 0.0% to 59.9% | 0.0 |

1. **ADOPTED TEXT(S):**

 *Benchmark Series Microsoft Word 2016 Levels 1 and 2*

 Authors: Rutkosky, Roggenkamp, Rutkosky

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SNAP Code is required for any student who does not have a SNAP 2016 account from another course.

GMetrix Access Code will be provided by instructor.

 **BUNDLED ISBN TO INCLUDE BM WORD 2016 LEVEL 1&2/ eBook/SNAP 2016:**

**978-0-76386-982-3**

1. **COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to operate and perform advanced applications within word processing design and editing software. The student will be able to:

1. Prepare a document in Microsoft Word.
2. Format characters and paragraphs in Microsoft Word.
3. Customize paragraphs in Microsoft Word.
4. Format pages in Microsoft Word.
5. Apply formatting in inserting objects in Microsoft Word.
6. Print envelopes and labels in Microsoft Word.
7. Create tables and smart art in Microsoft Word.
8. Merge documents in Microsoft Word.
9. Customize paragraphs and pages in Microsoft Word.
10. Proof documents and create charts in Microsoft Word.
11. Automate and customize formatting in Microsoft Word.
12. Customize themes, create macros, and navigate in a Microsoft Word document.
13. Insert special features and references in Microsoft Word.
14. Create specialized tables and indexes in Microsoft Word.
15. Work with shared documents in Microsoft Word.
16. Protect and prepare documents in Microsoft Word.
17. Prepare for the Microsoft Office Specialist Exam in Word 2016 reflecting skills achieved using this application.
18. Complete the Microsoft Office Specialist Exam in Word 2016 reflecting skills achieved using this application.
19. **COURSE METHODOLOGY**

*Can include any of the following:*

1. Portfolio of documentation representing skills and knowledge gained
2. Hands on textbook applications and exercises for creating and designing various office application documents
3. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, tests and quizzes.
4. Integration of the various office applications

*Must include:*

1. Preparation for Microsoft Office Specialist (MOS) Exam using GMetrix – 77-725 - Word 2016
2. Completing of the Microsoft Office Specialist (MOS) Exam – 77-725 – Word 2016
3. SNAP 2016 assessment activities, tests, and exams.
4. Software can be purchased from <http://paradigm.emcp.com/snap-2016-web-based-training-and-assessment.html> if you purchased a used book. All SSCC bookstore bundled packages will include book and SNAP 2016 software.
5. **COURSE OUTLINE:**

**Week 1:** Level 1 – Chapter 1 - Course Learning Objective 1: Students open, save, print, close, edit, spellcheck and grammar check various documents in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 2**: Level 1 – Chapter 2 - Course Learning Objective 2: Students will apply the formatting, styles, themes, and paragraph alignments in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 3:** Level 1 – Chapter 3 - Course Learning Objective 3: Students will apply numbering in bullets, emphasis, and set and modify tabs in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 4:** Level 1 – Chapter 4 - Course Learning Objective 4: Students will change document views, page setups, and remove page numbers, add and remove headers and footers, format page backgrounds, and find and replace text in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 5:** Level 1 – Chapter 5 - Course Learning Objective 5: Students will format text in the columns, hyphenate words, insert and format images, and draw shapes using Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 6:** Level 1 – Chapter 6 - Course Learning Objective 6: Students will maintain documents by creating folders, inserting files, previewing and printing, creating and printing envelopes and labels, and use templates using Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 7:** Level 1 – Chapter 7 - Course Learning Objective 7: Students will create tables and smart art using Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 8:** Level 1 – Chapter 8 - Course Learning Objective 8: Students will complete a mail merge, entity data source, and merge using the mail merge Wizard in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 9:** Level 2 – Chapter 1 - Course Learning Objective 9: Students will customize paragraphs and pages by applying custom numbers and bullets, inserting headers and footers, and customizing objects within Microsoft Word. Students will demonstrate certification preparedness by completing the Word 2016 Multi-Project 1 Training and the Word 2016 Multi-Project 1 Testing in GMetrix for Course Learning Objective 17. Methods for accessing include assigned SNAP activities and tests and GMetrix exams.

**Week 10:** Level 2 – Chapter 2 - Course Learning Objective 10: Students will edit documents by checking spelling and grammar, display word count, use this thesaurus, translate text to and from different languages, and create a chart in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 11:** Level 2 – Chapter 3 - Course Learning Objective 11: Students will utilize AutoCorrect, manage building blocks, and customize the ribbon in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 12:** Level 2 – Chapter 4 - Course Learning Objective 12: Students will customize themes, format using styles, create macros, and navigate documents using bookmarks, hyperlinks, and cross-references in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 13:** Level 2 – Chapter 5 - Course Learning Objective 13: Students will sort text and paragraphs, find records, use templates, insert footnotes and endnotes, site and edit sources. Students will demonstrate certification preparedness by completing the Word 2016 Multi-Project 2 Training and the Word 2016 Multi-Project 2 Testing in GMetrix for Learning Objective 17. Methods for accessing include assigned SNAP activities and tests and GMetrix exams.

**Week 14:** Level 2 – Chapter 6 and Level 2 – Chapter 7 - Course Learning Objectives 14 and 15: Students create a table of contents, create a table of figures, create an index, insert and manage documents, track changes in a document, compared documents, combined documents, embed and objects in Microsoft Word. Methods for accessing include assigned SNAP activities and tests.

**Week 15:** Level 2 – Chapter 8 - Course Learning Objective 16: Students will protect and prepare documents, restrict documents, and inspect documents in Microsoft Word. Students will demonstrate certification preparedness by completing the Word 2016 Multi-Project 3 Training and the Word 2016 Multi-Project 3 Testing in GMetrix for Course Learning Objective 18. Methods for accessing include assigned SNAP activities and tests and GMetrix exams.

**Week 16:** Students will complete the Microsoft Office Specialist Word 77-725 (MOS) Exam at an approved Certiport testing center which is a competency based exam for Course Learning Objective 18. Students will complete a Reflections Survey of the course.

 \**Instructor will reserve the right to organize work to meet objectives of the course*.

1. **OTHER REQUIRED BOOKS, SOFTWARE AND MATERIALS:**
2. A fast, reliable Internet connection is required for access to SNAP 2016 web-based training and assessment and access to student data files.
3. Current adopted version of Microsoft Word 2016 free from Microsoft thru MySSCC MyMail.
4. Student Data Files available at [http://paradigm.bookshelf.emcp.com](http://paradigm.bookshelf.emcp.com/).
5. eBook code provided by Paradigm good for 365 days.
6. Microsoft Office Specialist (MOS) Exam Voucher purchased at Certiport or thru the SSCC business office.
7. Applicable Lab Fees.
8. Applicable exam sitting fees.
9. GMetrix Microsoft Office simulation software site license access code provided by instructor.
10. Current SNAP access code for accessing online resources.
11. **Computer Time:** Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.
12. **EVALUATION:**

**Grading will follow the policy in the catalog. Students are required to complete the MOS Word Final worth 10% of their final grade.**

|  |  |
| --- | --- |
| Graded Content | Percentage |
| SNAP Training Tutorial Completion | 8% |
| SNAP Exercise Completion | 30% |
| SNAP Concept Exam Completions | 8% |
| SNAP Skills Check Completions | 15% |
| SNAP Project Completions | 15% |
| Discussions and BB IM Utilization Assignment | 4% |
| GMetrix Multi-Project Training and Testing (50 points each)  | 14% |
| Final MOS Certification Test (1) 77-725 | 5% |
| Reflections Survey | 1% |
| TOTAL | **100%** |

1. **SPECIFIC MANAGEMENT REQUIREMENTS:**

Assignments will be evaluated according to instructor directives.

1. **OTHER INFORMATION:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.