

**Section 1. Proposal Information**

**Course Developer:**

 *Cathy Grant-Churchwell*

Date: *October 17, 2013*

Catalog year to take effect :

2013-2014 \_\_

2014-2015 ✓

**Revision in credits**

**/Contact Hours**

**Type of Proposal**

✓ Revised course

[ ]  199 Special Studies

[ ]  299 Trends

**Type of Course:**

[ ]  Lower Division Collegiate (transfer)

✓ Professional/Technical (program requires)

[ ]  Professional/Technical (stand-alone)

[ ]  Developmental, numbered below 100

**Rationale:**

**How does this proposal further the goals of the program or department?**

*High demand exists for our word processing class—BT 120 MS WORD for Business. Class population consists mostly of students from all walks of life with either declared or non-declared majors. Some students are interested in the one-year certificate for the Business Assistant as well as the one-year certificate for the Medical Office Assistant. An even smaller demand includes students interested in our two-year degree which incorporates additional training in word processing.*

*Faculty members have identified that 3 credits are insufficient to meet our curricular goals of entry-level skills when completing the BT 120 MS WORD class and have agreed that 4 credits are appropriate. Due to the anatomy of the WORD screen and the team-oriented business world of today, many so-called advanced/expert applications are common practice in business and industry. The added content will provide entry-level skills to* ***all*** *word processing students with the added benefit of additional personal use applications.*

**What evidence supports this proposal?**

*On an annual basis, the Business Department typically offers fifteen sections of BT 120. Over 90% of our BT 120 MS WORD students choose* **not** *to continue with word processing. By adding an additional credit to BT 120, all word processing students will gain the opportunity to meet our curricular goals, enhancing business applications as well as personal-use applications. Additionally, student feedback identifies need for the additional training in BT 120.*

**(New courses) How do you know there is a demand for this course?**

**PREVIOUS Catalog/Course Information:**

Course Number: **BT 120** Course Title in Banner: **MS WORD for Business** (30 characters maximum)

Full Course Title in print catalog: **MS WORD for Business**

Prerequisites: **Recommend familiarity with Windows operating system and the ability to accurately type 30 words per minute.** Co-requisites: **none**

Grade Option: ✓ Graded (with P/NP option) [ ]  Pass/No Pass only

|  |  |  |  |
| --- | --- | --- | --- |
| **Number / Type Credits** | **Term Minimum Contact** | **Term Maximum Contact** | **11-Week Term Contact** |
| 2 Lecture | 20 hours (lecture credits x 10) | 24 hours (lecture credits x 12) | 22 hours (lecture credits x 11) |
| 1 Lec/Lab | 20 hours (lec-lab credits x 20) | 24 hours (lec-lab credits x 24) | 22 hours (lec-lab credits x 22) |
| 0 Lab | 0 hours (lab credits x 30) | 0 hours (lab credits x 36) | 0 hours (lab credits x 33) |
| 3 **Total credits (sum)** | 40 **Total hours (sum)** | 48 **Total hours (sum)** | 44 **Total hours (sum)** |

**What will change in this course as a result of changing the credits?**

✓ Course Description ✓ Course Outline ✓ Contact Hours

✓ Course Outcomes [ ]  Other (explain):

**Section 2. Proposed Course Outline** (A general statement of course content that informs class syllabus construction.)

Course Number: **BT 120** Course Title for Banner: **MS WORD for Business** (30 characters maximum)

Full Course Title for print catalog: **MS WORD for Business**

Prerequisites: **Recommend familiarity with Windows operating system and the ability to accurately type 30 words per minute.** Co-requisites: **none**

Grade Option: ✓ Graded (with P/NP option) [ ]  Pass/No Pass only

|  |  |  |  |
| --- | --- | --- | --- |
| **Number / Type Credits** | **Term Minimum Contact** | **Term Maximum Contact** | **11-Week Term Contact** |
| 3 Lecture | 30 hours (lecture credits x 10) | 36 hours (lecture credits x 12) | 33 hours (lecture credits x 11) |
| 1 Lec/Lab | 20 hours (lec-lab credits x 20) | 24 hours (lec-lab credits x 24) | 22 hours (lec-lab credits x 22) |
| 0 Lab | 0 hours (lab credits x 30) | 0 hours (lab credits x 36) | 0 hours (lab credits x 33) |
| 4 **Total credits (sum)** | 50 **Total hours (sum)** | 60 **Total hours (sum)** | 55 **Total hours (sum)** |
| **Original Course Description:** |
| As an introductory to the entry-level business word processing objectives of MS WORD, this course emphasizes information and training on working with the Windows operating environment; creating, editing, formatting, pagination, and printing documents; applying document refinements; using styles and templates; working with graphics; and managing documents. Application of a variety of documents includes letters with envelopes/labels, memos, reports, tables, and newsletter-style columns with headers and footers. May be offered online. |

|  |
| --- |
| **New Course Description (300 character limit):** |
| *As an introduction to word processing, students apply MS WORD to create business documents. Focus is on reviewing Windows; editing and formatting documents; applying document refinements to enhance written communication; working efficiently using mail merge and macros; working with shared documents; and managing documents. May be offered online.* |
| **Original Course Outcomes and Proficiencies** | **Assessments Used** |
| What did the student ***know,*** what could the student ***do*** at the end of the course***,*** or what ***attitudes*** related to the subject would the student hold?**Upon successful completion of this course, the student:** | What evidence did you gather that students have achieved course outcomes? (assessment tools include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)**How each outcome was assessed:** |
| *A.* *Navigate the Windows operating environment.* | *A. Production assignments/tests* |
| *B. Create, format, save, edit, paginate, and print documents.*  | *B. Production assignments/tests* |
| *C. Format characters, paragraphs, pages, and sections.* | *C. Production assignments/tests* |
| *D. Insert dates, times, page numbering, headers/footers, file names, special characters/symbols.* | *D. Production assignments/tests* |
| *E. Work with and format documents such as letters with envelopes/labels, memos, reports, and newsletter-style columns with headers and footers with the assistance of the Spelling and Grammar check, Thesaurus, AutoComplete, AutoCorrect and AutoText.* | *E. Production assignments/tests* |
| *F. Apply document refinements such as nonbreaking spaces, hyphenation, and line and page breaks.* | *F. Production assignments/tests* |
| *G. Create, edit, and format tables.* | *G. Production assignments/tests* |
| *H. Work with multiple document windows.* | *H. Production assignments/tests* |
| *I. Apply and modify column settings.* | I. *Production assignments/tests* |
| *J. Create documents using styles and templates.* | J. Production assignments/tests |
| *K. Work with graphics.* | K. Production assignments/tests |
| *L. Use mail merge.* | L. Production assignments/tests |
| *M. Manage electronic documents.* | M. Production assignments/tests |
| **New Course Outcomes and Proficiencies** | **Assessments Planned** |
| What will the student ***know*** or ***be able to do*** at the end of the course***,*** or what ***attitudes*** related to the subject will the student hold?**Upon successful completion of this course, the student will:****ALL THE ABOVE OUTCOMES, PLUS:** | What evidence will you have that students have achieved course outcomes? (assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)**How each outcome will be assessed:** |
| *N. Create and customize styles, themes, and templates.* | *N Production assignments/tests* |
| *O. Work with objects to enhance written communication.* | *O. Production assignments/tests* |
| *P. Create multiple-page reports including title page, table of contents, footnotes/endnotes.* | *P. Production assignments/tests* |
| *Q. Create and apply macros.* | *Q. Production assignments/tests* |
| *R. Collaborate with others by sharing documents.**S. Use cloud computing.* | *R. Production assignments/tests**S Production assignments/tests* |

**Original Course Content by Major Topics**

What topics were originally presented? What were the main activities of the course? What were the central themes?

1. *Learn about basic Windows operating environment which includes the mouse, window elements, sizing, moving between windows, arranging windows by way of cascading or tiling, menus, dialog boxes, scroll bars, and customizing features for individual preferences.*
2. *Navigate and execute commands using the ribbon, mouse, keyboard, keyboard shortcuts, ribbon, toolbars, and shortcut menus.*
3. *Learn basic word processing skills and efficient procedures in working with and formatting a variety of documents including letters with envelopes/labels, memos, reports, and newsletter-style columns with headers and footers to include formatting (autoformat and format painter), saving; editing; paginating, and printing.*
4. *Insert dates, times, page numbering, headers/footers, file names, and special characters/symbols.*
5. *Format characters, paragraphs, pages, and sections, including styles.*
6. *Apply document refinements such as nonbreaking spaces, hyphenation, widow/orphan control, line spacing in and between paragraphs, and hard page breaks.*
7. *Edit including smart cut, copy, paste/paste special; drag and drop; multiple undos/redos; and find/replace, go to, and delete.*
8. *Apply Help features.*
9. *Apply writing tools including spell check, grammar check, thesaurus, AutoComplete, AutoCorrect, and AutoText.*
10. *Split long documents into panes and work with multiple document windows.*
11. *Work with fonts and apply/remove character formatting by working with the ribbon, keyboard shortcuts, dialog box, mini toolbar--bold, italics, underline, double underline, small caps, shadow, drop cap, highlighting, strikethrough, superscripts, and subscripts, expanded text, and text effects.*
12. *Apply paragraph formatting including indents, line and paragraph spacing, bulleted and numbered lists, borders, shading, and alignment.*
13. *Create, edit, and format tables using tabs as well as table feature.*
14. *Apply and modify column settings.*
15. *Insert, move, and format graphics.*
16. *Create documents with templates.*
17. *Use mail merge.*
18. *Manage electronic documents by creating folders and applying the copy, move (cut), rename, and delete functions.*

**New Course Content by Major Topics**

What topics will be presented? What are the main activities of the course? What are the central themes?

(See sample at <http://www.lanecc.edu/cops/format3.htm>.)

**ALL OF THE ABOVE COURSE CONTENT, PLUS:**

*19. Create and customize styles, themes, and templates.*

*20. Insert pictures, SmartArt, charts, pull quote text boxes, and shapes, including customizing, moving and sizing objects.*

*21. Create and modify WordArt.*

*22. Create and insert Screenshots.*

*23. Create multiple-page reports including title page, table of contents, footnotes/endnotes*

*24. Create and apply macros.*

*25. Work with shared documents including comments and tracking changes and comparing documents.*

*26. Use cloud computing for file storage and sharing documents.*

**Section 3. Curriculum Equity** (<http://www.lanecc.edu/cops/curric.htm>)

To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane’s Curriculum Equity policy. Computers and computer software combined with related topics are by their very nature generic. The class establishes a neutral base that is open to any genres and creates open doors for opportunities and success.

**Section 4. Required Signatures**

**Library Impact Statement**

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

**What assignments will require the use of library and information resources?** Not applicable.

Each academic area has a Liaison Librarian (<http://www.lanecc.edu/library/liaison.htm>) to help faculty identify materials to be ordered to support the curriculum. Make an appointment with the designated librarian to discuss the library needs of your course at least a week ahead of the deadline for submission.

**To be completed by Liaison Librarian:**

[ ]  Library resources are adequate to support this proposal.

[ ]  Additional resources are needed but can be obtained from current funds.

[ ]  Significant additional Library funds/resources are required to support this proposal.

 Liaison Librarian Date

**Divisional Approvals**

**Human, Physical, and Financial Resources (select one):**

* Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding: The only additional cost will be the cost of paying a part-time instructor for one additional credit. Source of funding will be the part-time instructor budget and the additional revenue from the one (1) credit tuition from students.

[ ]  No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.
Explain:

**Divisional Recommendation (select one):**

* The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.

✓ Faculty review of this course was completed within the division on 10/16/2013.

✓ New course outlines have been prepared for the Divisional binder containing all current course outlines.

Office Administrator Date

**Fees (select one):**

[ ]  We have completed a fee request form to be submitted to ASA upon course approval.

* No special fees will be required for this course.

**Required Certifications:**

* We have developed minimum course certification standards for this course to be filed with ASA to allow compliance with the faculty contract.
* We have completed faculty certification form(s)
(http://www.lanecc.edu/cops/faccertf.pdf )
for this course to be filed with ASA and Human Resources so RIF grid information will be updated.

**Divisional Recommendation (select one):**

✓ Pass [ ]  Do Not Pass

Academic Dean Date

**College Approval**

Curriculum Committee Chair Date Executive Dean for Academic Affairs Date

Curriculum Approval Committee hearing:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Vice President for Academic & Date

 Student Affairs