

Modesto Junior College

Course Outline of Record Report

12/01/2021



BIT231 : Intermediate Word Processing

General Information	
Faculty Author:	<div><div></div><div>Kevin Alavezos</div><div></div><div>Backlund, Nancy</div></div>
Attachments:	<div>BSOT 131.pdf</div> <div>BSOT 121.pdf</div> <div>ASSIST CAS CSCI 231.pdf</div> <div>OFADM-231_SU17.pdf</div> <div>OFADM 231.pdf</div> <div>ASSIST CAS OFADM 231.pdf</div> <div>EO 167.pdf</div> <div>DE Addendum.pdf</div> <div>Considerations Involved in Determining What Constitutes a Baccalaureate level Course.pdf</div> <div><div></div>Download</div>
Course Code (CB01) :	BIT231
Course Title (CB02) :	Intermediate Word Processing
Department:	Business Information Technology
Proposal Start Date:	MJC Fall 2023
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General
SAM Code (CB09) :	Advanced Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	CCC000306103
Curriculum Committee Approval Date:	10/25/2016
Board of Trustees Approval Date:	12/14/2016
External Review Approval Date:	09/01/2016
Course Description:	Provides an intermediate level of understanding of word processing features such as mail merge, styles, graphics, tab, and sorts. Preparation for the Microsoft Office Specialist Expert certification exam for Word. BIT 231 is cross-listed with CSCI 224. Formerly listed as OFADM 231.
Proposal Type:	<div>Improvement to Program of Study</div> <div>Change to Content</div> <div>Course/program update for C-ID articulation. Changing OFADM 231 to BIT 231.</div>
Faculty Author:	No value

Discipline(s)

Master Discipline Preferred:

No value

Bachelors or Associates Discipline Preferred:

- Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Course Coding

Basic Skill Status (CB08)

Course is not a basic skills course.

Course Special Class Status (CB13)

Course is not a special class.

Grading

- A-F or P/NP

Allow Students to Gain Credit by Exam/Challenge

Repeatability

0

Course Prior To College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

Skills knowledge could be demonstrated by passing the Microsoft Office Specialist (MOS) Expert exam in Word.

Type of Repeat

No value

Allow Students To Audit Course

Course Support Course Status (CB26)

Course is not a support course

Associated Programs

Course is part of a program (CB24)

Associated Program

Award Type

Active

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Microsoft Computer Applications (In Development)	Certificate of Achievement	MJC Fall 2023
Business Information Technology Level 1 (In Development)	Certificate of Achievement	MJC Fall 2023
Business Information Technology Level 2 (In Development)	Certificate of Achievement	MJC Fall 2023
Business Information Technology Level 2 (In Development)	A.S. Degree	MJC Fall 2023
Office Administration (In Development)	Certificate of Achievement	MJC Fall 2023
Office Support (In Development)	Certificate of Achievement	MJC Fall 2023
Microsoft Computer Applications	Certificate of Achievement	MJC Summer 2020
Office Administration	Certificate of Achievement	MJC Summer 2020
Office Administration	A.S. Degree	MJC Summer 2020
Office Computer Applications	Certificate of Achievement	MJC Summer 2020
Office Support	Certificate of Achievement	MJC Summer 2020
Office Administration (In Development)	A.S. Degree	MJC Fall 2023
Office Computer Applications (In Development)	Certificate of Achievement	MJC Fall 2023

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

Y

Transferability

Transferability Status

Transferable to CSU only

Approved

C-ID: California's Course Identification Numbering System	Categories	Status	Approval Date	Rationale (include Comparable Course, C-ID Descriptor, etc. if applicable.
Office Technology/Business Information Worker (BIT) *CCC	(BIT) *CCC	Pending	No value	C-ID: BSOT 121X C-ID: BSOT 131X

Field Trips

Field trips are required.

Yes

No

Maybe

Comparable Lower-Division Courses at UC/CSU v2

Courses numbered 100-299 require identification two comparable lower-division courses from CSU or UC from the current institutional catalog (not schedule). At least one course from CSU, and if requesting/maintaining UC general elective transfer, one course from UC. Please identify the CSU campus offering this course. (Term type is indicated in parentheses)

CSU, Sacramento (SEM)

CSU Catalog Year

2021-2022

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

MIS 1

CSU Course Title

Word Processing

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No

Select the institution that offers the second comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus. (Term type is indicated in parentheses)

CSU, East Bay (SEM)

CSU/UC Catalog Year

2021-2022

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

CS 100

CSU Course Title

Computers in Action

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No

Select the institution that offers the third comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus if not already provided above. (Term type is indicated in parentheses)

No Value

CSU/UC Catalog Year

No Value

Provide the CSU/UC course code (e.g., ENGL 1A) from the current official Catalog (not schedule). Curriculum changes each year.

No Value

CSU Course Title

No Value

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No Value

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	72
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Credit Status (CB04)	Course Non Credit Category (CB22)	Non-Credit Characteristic
Credit - Degree Applicable	Credit Course.	No Value
Course Classification Code (CB11)	Funding Agency Category (CB23)	Cooperative Work Experience Education Status (CB10)
Credit Course. Variable Credit Course	Not Applicable.	

Weekly Student Hours

	In Class	Out of Classs
Lecture Hours	2	4
Laboratory Hours	3	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	52.5
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	54
Activity	0
Total	90
Course Out-of-Class Hours	
Lecture	72
Laboratory	0
Activity	0
Total	72

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, and Advisories

Advisory BIT250 - Introduction to Microsoft Word (in-development)
OR
Advisory BIT330 - Beginning Word Processing (in-development)

Requisite Skills

Requisite Skills	Description
Demonstrate mid-level knowledge of computer use and word processing software.	<ul style="list-style-type: none">• BIT 330 - Apply the concepts of software functions in the creation of documents.• BIT 330 - Demonstrate the word processing software features in the creation of an original document.• BIT 250 - Demonstrate getting into the word processing software, creating, and saving a document.• BIT 250 - Demonstrate the ability to accomplish word processing editing and formatting tasks by using both commands and use of mouse.

Specifications	
Methods of Instruction	
Methods of Instruction (Typical)	INSTRUCTIONAL METHODS
MOI	<ol style="list-style-type: none">1. Guided practice utilizing textbook and software2. Tutorial videos demonstrating software skills3. Application and use of software in a work setting4. Course content lecture5. Student-to-student discussions on the application of software tools6. Drills and practice in the application of software procedures
Assignments (Typical)	
<u>Evidence of Workload for Course Units (Quantity)</u>	
<ol style="list-style-type: none">1. Daily reading and/or watching course material2. Weekly homework3. Weekly lab assignments4. Weekly quizzes5. Student-to-student discussions6. Two or three objective exams per term7. Six to ten hands-on application exams per term	
<u>Evidence of Critical Thinking (Quality)</u>	
<ol style="list-style-type: none">1. Given a problematical task, each student is required to delineate the steps needed to resolve the problem or obtain the prescribed results.2. Students are required to provide an original project incorporating the learned features of word processing software. They are required to use an acceptable format in accomplishing this task.3. Students demonstrate the mastery of each word processing function through the successful completion of a related laboratory assignment.	
Methods of Evaluation (Typical)	Rationale
FORMATIVE EVALUATION	<ol style="list-style-type: none">1. Homework/lab assignments2. Student-to-student discussions3. Quizzes4. Exams
SUMMATIVE EVALUATION	<ol style="list-style-type: none">1. Comprehensive exam<ol style="list-style-type: none">1. Objective2. Hands-on2. Certification in software

Equipment				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
Rutkosky, Roggenkamp, & Rutkosky	Microsoft Word 365 2019 Edition, Levels 2 & 3. Benchmark Series	EMC Paradigm	2020	
Other Instructional Materials				
No Value				

Textbook Exceptions and Supplementals

Title of Other Material

No Value

Who prepared or published this supplemental material?

No Value

Publish date

No Value

Are any of the textbook editions cited on this proposal considered "Classics" (typically with a publish date more than 5 years old)?

Yes

No

Unsure

If yes, explain why this older text is used in the course. Reasons should focus on content only.

No Value

Materials Fees v2

Is there a materials fee for this course?

No

Provide a cost breakdown for all items provided for a materials fee. Each item must become "tangible personal property" of student upon payment of the fee and completion of the course.

No Value

Explain how these materials are related to the Student Learning Objectives for the course.

No Value

Explain how the materials have continuing value outside the classroom.

No Value

Is the amount of the material the student receives commensurate with the fee paid AND with the amount of material necessary to achieve the Student Learning Objectives for the course AND provided as the district's actual cost?

No Value

If no is checked, explain why.

No Value

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)

No Value

Learning Outcomes and Objectives

Course Objectives

List and describe how intermediate formatting features of word-processing software are being used in the course.

Format and customize a range of document types and styles.

List the process used to apply styles to documents.

Identify and explain timesaving features of word processing software.

List and describe the steps to create a mail merge, tables, sorts, and styles.

Plan, research, write, revise, and publish documents to meet specific information needs.

Apply critical thinking in the document production process.

Organize content into tables, lists, and other structures that promote reader understanding and efficient management in a collaborative work environment.

Lab Objectives	
Utilize word processing software to manage documents, lists, page numbers, headers, footers, and shared documents.	
Utilize word processing software to customize Autocorrect settings, Word options, and themes.	
Utilize word processing software to create indexes, specialized tables, forms, and a variety of business documents.	
Utilize word processing software to insert quick parts, endnotes, footnotes, references, and to run macros.	
CSLOs	
Demonstrate competency in using mail merge features to create customized business correspondence in acceptable format.	
Expected SLO Performance: 0.0	
Office Administration OFFICE ADMINISTRATION, CERTIFICATE	Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.
	Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.
	Actively assist in implementing general office procedures, including records management.
	Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
Office Administration OFFICE SUPPORT, CERTIFICATE	Actively assist in implementing general office procedures, including records management.
	Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Office Administration OFFICE ADMINISTRATION, AS	Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
	Actively assist in implementing general office procedures, including records management.
	Competently communicate in support of a business office, including production and design of complex electronic and paper-based correspondence and documents.
ISLOs Core ISLOs	Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills. Students will be able to: Analyze differences and make connections among intellectual ideas, academic bodies of knowledge and disciplinary fields of study. Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference. Utilize the scientific method and solve problems using qualitative and quantitative data. Demonstrate the ability to make well-considered aesthetic judgments.
	Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
Office Administration CLERICAL,	Competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
	Actively assist in implementing general office procedures, including records management.

CERTIFICATE	
Office Administration WORD PROCESSING, CERTIFICATE	Competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Office Administration CLERICAL, AS	Actively assist in implementing general office procedures, including records management. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Office Administration OFFICE COMPUTER APPLICATIONS, CERTIFICATE	Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Customize documents utilizing/applying tools such as page numbering, styles, headers and footers, graphic objects, tables, columns, and forms. Expected SLO Performance: 0.0	
Office Administration OFFICE ADMINISTRATION, CERTIFICATE	Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.
	Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
	Actively assist in implementing general office procedures, including records management.
	Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.
Office Administration OFFICE SUPPORT, CERTIFICATE	Actively assist in implementing general office procedures, including records management. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
ISLOs Core ISLOs	Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills. Students will be able to: Analyze differences and make connections among intellectual ideas, academic bodies of knowledge and disciplinary fields of study. Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference. Utilize the scientific method and solve problems using qualitative and quantitative data. Demonstrate the ability to make well-considered aesthetic judgments. Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
Office Administration CLERICAL, CERTIFICATE	Competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines. Actively assist in implementing general office procedures, including records management.
Office Administration WORD PROCESSING, CERTIFICATE	Competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Office Administration OFFICE ADMINISTRATION,	Competently communicate in support of a business office, including production and design of complex electronic and paper-based correspondence and documents. Efficiently perform office-related duties utilizing prioritization and necessary communication skills.

AS	Actively assist in implementing general office procedures, including records management.
Office Administration CLERICAL, AS	Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
	Actively assist in implementing general office procedures, including records management.
Office Administration OFFICE COMPUTER APPLICATIONS, CERTIFICATE	Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Protect and prepare documents for multiple users; e.g., restricting access, modifying document properties, creating digital signatures, using markup features, and saving files as read-only. <div>Expected SLO Performance: 0.0</div>	
Office Administration OFFICE ADMINISTRATION, CERTIFICATE	Efficiently perform office-related duties utilizing prioritization and necessary communication skills.
	Use the Internet, a wide variety of computer applications and standard business procedures to compute, analyze business performance and solve problems.
	Competently communicate in support of a business office, including production and design of complex electronic and paper based correspondence and documents.
	Actively assist in implementing general office procedures, including records management.
ISLOs Core ISLOs	Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
	Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills. Students will be able to: Analyze differences and make connections among intellectual ideas, academic bodies of knowledge and disciplinary fields of study. Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference. Utilize the scientific method and solve problems using qualitative and quantitative data. Demonstrate the ability to make well-considered aesthetic judgments.
Office Administration OFFICE SUPPORT, CERTIFICATE	Actively assist in implementing general office procedures, including records management.
	Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Office Administration CLERICAL, CERTIFICATE	Competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
	Actively assist in implementing general office procedures, including records management.
Office Administration WORD PROCESSING, CERTIFICATE	Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.
	Competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.
Office Administration OFFICE ADMINISTRATION, AS	Competently communicate in support of a business office, including production and design of complex electronic and paper-based correspondence and documents.
	Actively assist in implementing general office procedures, including records management.
	Efficiently perform office-related duties utilizing prioritization and necessary communication skills.

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Office
Administration
CLERICAL, AS

Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.

Actively assist in implementing general office procedures, including records management.

Office
Administration
OFFICE
COMPUTER
APPLICATIONS,
CERTIFICATE

Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.

Content

Course Content

- 1. Review of operating system and word processing software features
- 2. Presentation of intermediate formatting features
- 3. Presentation of various types of business documents
- 4. Managing Data
 - 1. Merging Documents
 - 2. Sorting and Selecting
 - 3. Managing Lists
 - 4. Managing Page Numbers, Headers, and Footers
 - 5. Managing Shared Documents
- 5. Presentation of Merge Features
 - 1. Usage of primary/secondary files
 - 2. Keystrokes
 - 3. Commands
 - 4. Application to various types of documents
- 6. Customizing Documents and Features
 - 1. Inserting and Customizing Quick Parts and Building Blocks
 - 2. Customizing AutoCorrect and Word Options
 - 3. Customizing Themes
 - 4. Formatting with Styles
 - 5. Protecting and Preparing Documents
- 7. Referencing Data
 - 1. Inserting Endnotes, Footnotes, and References
 - 2. Creating Indexes and Specialized Tables
 - 3. Creating Forms
 - 4. Creating Forms with Legacy Tools
 - 5. Using Outline View and Formatting with Macros

Lab Content

- 1. Assignments and activities targeting the computer operating system and intermediate word processing features
- 2. Student projects that incorporate a variety of software features
 - 1. Managing documents
 - 2. Sorting and selecting
 - 3. Managing lists
 - 4. Managing page numbers, headers, and footers
 - 5. Managing shared documents
 - 6. Inserting and customizing quick parts and building blocks
 - 7. Customizing Autocorrect and Word options
 - 8. Customizing themes
 - 9. Formatting with styles
 - 10. Protecting and preparing documents
 - 11. Inserting endnotes, footnotes, and references

- 12. Creating indexes and specialized tables
- 13. Creating forms
- 14. Business document preparation

Recommended Course Content

Recommended Course Content

No Value

Recommended Lab Content

No Value

Distance Education (DE) Addendum

Is this course being proposed for Distance Education? If so, select Yes below from the list in the dropdown and complete the questions. If no, select No and skip all questions.

- Yes

Modality Type:

- Hybrid
- Online

Methods of Instruction:

- Asynchronous Discussion
- Viewing and Listening to Videos
- Listening to Audio Materials
- Online Activities
- Facilitated Discussions
- Written Assignments
- Reading Course Materials
- Quizzes, Exams, and Surveys
- Multimedia Presentations
- On-campus Orientation Sessions (hybrid only)
- Interactive Activities

If Other is selected for Methods of Instruction, please describe:

No Value

Describe how the methods of instruction selected above will allow students to meet the course’s learning outcomes:

Students will complete and submit assigned materials via online instructional software. Timely feedback and guidance will be given on areas needing improvement.

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Describe how the methods selected will be presented in an accessible way (Title 5 §55206). For information about accessibility standards in online classes, see the OEI Rubric, Section D (Copy this link and paste in a separate browser to visit OEI Rubric: <https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/>)

Course content will be developed utilizing accessible standards utilizing heading styles, lists, links, tables, color contrast, color and meaning, images, reading order, slides, spreadsheets (where appropriate), video, audio, as well as using the built-in accessibility checker.

Regular and Effective Contact (REC) Methods and Examples: Select the methods below that ensure regular effective contact (REC) will take place among students and among students and faculty (Title 5 §55204) by being initiated by the instructor, regular and frequent, and meaningful or of an academic nature. Select the methods of REC that may be used:

No Value

REC Among students: How will students interact with each other in the course? What methods will be used? Check all that apply.

- Discussion Boards
- Q & A Discussion Boards

REC Among students and faculty: How will faculty interact with students in the course? What methods will be used? Check all that apply

- Announcements
- Q & A Discussion Boards
- Assignment Feedback
- Office Hours
- Discussion Boards
- Email
- Video Conferencing Technology (e.g. Zoom, MS Teams, etc...)

Other Methods of REC among students and among students and faculty. Please describe and provide example(s).

No Value

In hybrid or teleclass courses, describe what parts of the course are done face-to-face and what parts are done online.

Orientation, instruction, demonstration, and some exams/quizzes will be done face-to-face.
Practice and application of content, as well as submission of assignments, quizzes, exams, will be done online.

Checkoff List

Does this proposal meet the five development criteria as stated in the CCCC Program and Course Approval Handbook (PCAH)?

Yes

Are library resources needed for this course?

No library resources are needed for this course.

Do you have any special concerns/needs or comments? If yes, describe.

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No Value
<p>Have you included documentation, if necessary, by uploading file(s) in the Cover Info tab? For example, advisory committee meeting minutes, C-ID descriptor, etc.)</p> <p>Yes, I have uploaded file(s).</p>
<p>If this is a new course, have you attached the completed class capacity form, with required approvals, and uploaded the file in the Cover Info tab?</p> <p>No, this is not a new course</p>
<p>If you are requesting Distance Education, did you complete the DE addendum tab?</p> <p>Yes</p>
<p>If requesting transferability, have you completed the comparable courses field?</p> <p>Yes</p>
<p>Add any additional comments you want reviewers to read.</p> <p>No Value</p>