



Course Number and Title: OAT 157 Word Level I

Campus Location:

Georgetown

Effective Date:

2020-51

Prerequisite:

ENG 006 or ENG 007 or EAP 093, MAT 005, SSC 100 or concurrent

Co-Requisites:

none

Course Credits and Hours:

3.00 credits

2.00 lecture hours/week

2.00 lab hours/week

Course Description:

This course covers the fundamental concepts of word processing skills necessary to be successful with an organization. Students build technical knowledge and reinforce problem-solving abilities through project-based learning.

Required Text(s):

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:

None

Schedule Type:

Classroom Course

Online Course

Disclaimer:

None

Core Course Performance Objectives (CCPOs):

1. Plan, design, and prepare documents using various features. (CCC 2,4; PGC OAT 1; GBT 1)
2. Use appropriate software for completion of projects. (CCC 2, 4; PGC OAT 1, 3; GBT 1, 2, 3, 5)
3. Demonstrate critical thinking and problem solving skills. (CCC 2, 3, 4; PGC OAT 1; GBT 1, 3, 6)
4. Demonstrate application of content and organization of application software. (CCC 4; PGC OAT 1, 4; GBT 1)
5. Display file management skills. (CCC 1, 2, 4; PGC OAT 3, 4; GBT 1)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Plan, design, and prepare documents using various features.
 1. Create and save documents.
 2. Select, edit, and format text.
 3. Apply character, paragraph, and document formatting.
 4. Use spell check, grammar check, and thesaurus.
 5. Revise document by finding and replacing text, formatting, and special characters.
 6. Develop a Word document using templates.
 7. Create a main document, data source, and merge documents, labels, and envelopes.
2. Use appropriate software for completion of projects.
 1. Change a Word document to a Portable Document Format (PDF) or webpage for distribution.
 2. Attach an Excel chart or Access table to a Word document using paste special.
 3. Combine and finalize a document using data from an Access database.
 4. Develop documents by adding and positioning bitmapped graphics, tables, and SmartArt.
 5. Prepare and modify charts.
3. Demonstrate critical thinking and problem solving skills.
 1. Relate and devise solutions to real-world business situations.
 2. Combine documents, and resolve multi-document style conflicts.
 3. Create and modify mail-merged documents.
 4. Construct, modify, and sort tables by relevance.
4. Demonstrate application of content and organization of application software.
 1. Use the developer tab to customize the ribbon and add commands.
 2. Practice restoring default settings.
5. Display file management skills.
 1. Locate and open an existing document using paths.
 2. Create folders and organize files.
 3. Revise and save an existing file.
 4. Delete and restore files.

Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Final Course Grade:

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Summative: Exams	
(11) Concept Exams (15%)	
(11) Skill Exams (25%)	60%
(11) Performance Based Evaluation (20%)	
Formative: Chapter Projects and Skill Checks (30%) & Tutorials (10%)	40%
TOTAL	100%

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):
OATAASOAT

1. Produce the documents necessary for a functioning business office.
2. Demonstrate accurate and efficient keyboarding skills.
3. Integrate office-related skills to function in a professional manner within the workplace.
4. Use diverse research methods and information sources to complete a variety of business documents.

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.