



Course Number and Title: OAT 158 Word Level II

Campus Location:

Georgetown

Effective Date:

2020-51

Prerequisite:

OAT 157, 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 advanced concepts of word processing skills necessary to be successful within an organization. Students demonstrate technical knowledge and reinforce problem-solving abilities through simulated 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, format, and prepare documents. (CCC 2; PGC OAT 1; GBT 1)
2. Use appropriate software for completion of projects. (CCC 2, 4; PGC OAT 1, 3; GBT 1, 5)
3. Demonstrate critical thinking and problem solving skills. (CCC 2, 3, 4; PGC OAT 1; GBT 1, 2, 3, 4, 6)
4. Demonstrate content and organization of application software. (CCC 4; PGC OAT 1, 4; GBT 1, 2, 4)
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, format, and prepare documents.
 1. Create multiple versions of a document.
 2. Use bookmarks.
 3. Create and edit styles.
 4. Create or revise footnotes and endnotes.
 5. Create and modify a table of contents.
 6. Copy, rename, and delete macros.
2. Use appropriate software for completion of projects.
 1. Reproduce a document using alternate data sources.
 2. Apply bitmapped graphics.
 3. Practice deleting and positioning graphics.
 4. Practice importing data into charts.
 5. Practice embedding worksheets in a table.
 6. Compute calculations in a table.
 7. Attach an Excel chart or Access table to a Word document using paste special.
3. Demonstrate critical thinking and problem solving skills.
 1. Use case-study scenarios to develop business documents.
 2. Use case-study scenarios to develop individualized forms.
 3. Create and modify a form.
 4. Protect documents.
 5. Create multiple versions of a document.
 6. Track changes to a document.
4. Demonstrate content and organization of application software.
 1. Prepare documents for distribution and collaboration with others.
 2. Use different applications with Word such as Excel and Access.
5. Display file management skills.
 1. Construct a default file location for workgroup templates.
 2. Manipulate files, folders, and paths.

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	
Concept Exams (15%)	35%
Unit Exams (20%)	
Summative: Projects: Application based Word projects (30%)	30%
Formative: Chapter Assignments (25%) Tutorials (10%)	35%
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.

BSSAASGBT

1. Integrate professional, ethical, and legal standards into business practice.
2. Employ the various theories of management and marketing in a business.
3. Apply the principles of human resource management to organizations.
4. Evaluate the actions taken to acquire and retain customers.
5. Measure and track financial performance of an organization.
6. Analyze and apply the strategic management process to organizations.

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.