Date: October 2005

I. Course Name: Expert Word
Prefix and Number: CSC 137
Credit Hours and Contact Hours: 2 credit hours - 2 contact hours
Course Description:
This course is designed to instruct the student in Microsoft Word at the expert level. Topics will include working with paragraphs, working with documents, using tables, working with pictures and charts, using mail merge, using advanced features, and collaborating with workgroups. This course will not fulfill the requirements for Administrative Assistant and Paralegal degree and Office Technology Certificate. Prerequisites: Students must be skilled with Word at the Core level prior to taking this course.

II. Course Outcomes and Objectives
Learning Outcomes
Upon completion of the course the participant will be able to:
- Work with paragraphs
- Work with documents
- Use tables
- Work with pictures and charts
- Use mail merge
- Use advanced features
- Collaborate with workgroups

Relationship to Academic Programs and Curriculum
This course is an alternative to Core Word for the AAS IS, AAS IT, and certificate major.

Competencies Addressed in this Course:
- Writing
- Reading
- Computer Literacy
- Problem Solving and Critical Thinking
- Professional Competency

III. Methods of Instruction
Types of Materials
1. Textbooks: appropriate text on a state-of-the-art office suite

Methods of Instruction
1. Lecture
2. Discussions
3. Demonstrations
4. Guided student laboratory exercises on computers
5. Integrated projects

Assessment Measures
Activities will emphasize problem solving using Word software.

Methods of Evaluation
The demonstration of the satisfactory achievement of the above learning outcomes will be the responsibility of the student, facilitated by the instructor. The department maintains a very open attitude and believes each instructor should determine the grading system and evaluation methods that will be used in his/her sections of the course. It is highly recommended that these be communicated to the students the
first week of the semester, preferably in writing.

Among the evaluation methods that could be used are exams, quizzes, and assignment projects. Any grading system used must be consistent with the College Catalog and Middle States grading procedure. Course policies about attendance, late work, plagiarism, etc. are at the discretion of the instructor. If such policies exist, they must be communicated to the student, preferably in writing.

IV. General Outline of Topics Covered
   - Work with paragraphs
   - Work with documents
   - Use tables
   - Work with pictures and charts
   - Use mail merge
   - Use advanced features
   - Collaborate with workgroups