Course Title: **IST 105** Fundamentals of Word Processing – 3 credits

Course Leader: **Karen Weil-Yates**

Expected Learning Outcomes for Course

- *Edit, modify, and format existing documents*
- *Analyze a Case Study and generate a document using Word features*
- *Will be prepared to take the Microsoft Specialist Word Exam*

Assessment
(How do students demonstrate achievement of these outcomes?)

Students submit assignments on various topics from an approved Microsoft Office Specialist textbook. Two exams are given; assessments include duplicating existing documents, planning and then generating documents that meets scenario-based criteria. Documents are then to be formatted using guidelines that the student has learned throughout the chapters.

Validation
(What methods are used to validate your assessment?)

The textbook is an approved Microsoft Office Specialist (MOS) published by an industry leader in the information technology field.

Results
(What does the data show?)

There is an 80% pass rate of C or better.

Follow-up
(How have you used the data to improve student learning?)

I plan to find a text that prepares students to the same level of the as the Excel course. This text is extremely repetitive in the nature and does not challenge students to the level of Expert in the MOS certification (as does the Excel course).

Budget Justification
(What resources are necessary to improve student learning?)