Course Title: Fundamentals of Word Processing – 3 credits

Course Leader: Karen Weil-Yates
Course Instructor: Douglas Courter

Expected Learning Outcomes for Course

- *Edit, modify, and format existing documents*
- *Analyze a workplace scenario and generate the appropriate document using Word tools & utilities*
- *Will be prepared to take the Microsoft Specialist Word Exam*

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

For each chapter students are assigned several projects; each becomes progressively more outcome-based—meaning there are general instructions and not step-by-step instructions. Course emphasis is also on the type of document and its elements (what is a memo and how is it laid out? What does a well-designed flyer look like and what should I do for the reader?). Three exams are given (each on approximately 4 chapters) where the student uses critical thinking skills.

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

The text book maps to the Microsoft Word Expert exam and is published by an industry leader in the information technology field. The more challenging assessments are literally named Outcome-Based! Rubrics are published in the text—allowing the student to see the major concepts that will be assessed. The final exam has been designed and revised by an adjunct and me and in use for several years.

Advisory Committee members approved the assessments and exams for the course.

Results
(What does the data show?)

Student	Exam 1	Exam 2	Exam 3
Student #1	90	74	0
Student #2	84	82	75
Student #3	82	90	89
Student #4	89	95	91
Student #5	73	82	0
Student #6	80	95	0

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Student #7	84	93	88
Average	83%	87%	49%

When you remove the students who did not complete exam 3, the averages change to the percentages shown below. The third exam requests that student design and create their own memo, brochure and form showcasing 9 document elements. They have over 3 weeks to work on this.

Spring 2019	Exam 1	Exam 2	Exam 3
Average	83%	87%	86%

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

In the fall we are updating the textbook to the 2019 version of Office. We will review Exam 3 for clarity.

Budget Justification
(What resources are necessary to improve student learning?) Camtasia –this course is taught on-line. There are documents available to help explain each document type covered in the class. These are available to all students in their Moodle classroom.