

*Lecture Contact Hours: 8-9; Outside-of-Class Hours: 16-18;
Laboratory Contact Hours: 24-27; Outside-of-Class Hours: 0;
Total Student Learning Hours: 48-54*

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Business Office Technology 120 – Comprehensive Word, Level I

.5 hour lecture, .5 units
1.5 hours laboratory, .5 units
Total units: 1

Catalog Description

First in a three-level course sequence providing thorough coverage of most features of Microsoft Word. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Word should consider enrolling in BOT 114.

Prerequisite

None

Recommended Preparation

“C” grade or higher or “Pass” in 101AB, 119 or equivalent

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Employ the touch method and proper techniques when keying.
- 2) Key a minimum of 30 net wpm on a 5-minute timed writing.
- 3) Distinguish the various parts of the keyboard and how these parts may be used most effectively.
- 4) Prepare correctly formatted, error-free documents including memos, letters, tables and business reports.
- 5) Use word processing software commands to format characters, lines and pages and perform basic file management activities of saving, moving, copying, deleting and printing.
- 6) Compose personal and business correspondence.
- 7) Identify input, output and storage devices in a computer system.
- 8) Use a mouse or similar device efficiently.
- 9) Format and care for electronic storage media.
- 10) Identify common types of software and their purposes.
- 11) Use the Internet for common tasks.
- 12) Identify the basic features of the Windows operating system.
- 13) Evaluate the benefits of commonly used operating systems and utilities.
- 14) Evaluate the factors involved in selecting an appropriate computer system.
- 15) Identify maintenance techniques to keep computers running properly.
- 16) Define basic operating system concepts and terms.
- 17) Use the Windows operating system efficiently to maximize productivity.
- 18) Evaluate file organization and create appropriate folders for easy location of files.
- 19) Demonstrate basic file management (displaying, creating, editing, saving, retrieving, renaming, restoring, maintaining, protecting, copying and printing).
- 20) Use the Help and Security features effectively.
- 21) Use Windows applications efficiently.
- 22) Evaluate the appropriateness of customization and shortcuts.

Course Content

- 1) Creating, saving and printing a document
- 2) Edit a document using basic editing techniques (cutting, copying, inserting, deleting, etc.)
- 3) Proofing a document using Spelling and Grammar, Thesaurus, AutoCorrect and AutoText features
- 4) Formatting text including fonts, spacing, animation effects, bullets and numbering, symbols and special characters, vertical and horizontal alignment, and indentation
- 5) Using the tab commands including left, center, decimal right, and leader tabs from both the dialog box and ruler
- 6) Preparing envelopes and labels
- 7) Working with documents using find and replace, page and section breaks, headers and footers, and hyphenation
- 8) Working with columns and drawing objects
- 9) Using tables to organize information
- 10) Create multiple letters with mail merge feature

Course Objectives

Students will be able to:

- 1) Use keyboard efficiently by touch to create documents in Word, identify various parts of the Word screen, and use proper terminology.
- 2) Start and shut down Word properly.
- 3) Explain file and disk management techniques.
- 4) Demonstrate file creation and editing techniques.
- 5) Evaluate documents and format them appropriately and attractively.
- 6) Analyze and select appropriate Word features to efficiently accomplish an assigned task.
- 7) Evaluate documents for correctness and completeness, and correct all errors.
- 8) Use all basic Word functions correctly.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Projects, assignments, quizzes, objective performance exams and final exam which measure students' ability to:
 - a. Correctly open and close Word, use proper keying techniques and basic Word functions to create, edit and format documents attractively.
 - b. Analyze and select suitable Word features to perform an assigned task and ensure that documents are complete and error free.
 - c. Use correct terminology when identifying the elements of the Word screen.
 - d. Explain and/or demonstrate efficient and appropriate file management procedures.

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computer lab with appropriate software

Method of Instruction

- 1) One-on-one individual lecture and/or group lecture
- 2) Self-paced reading, lab projects and completion of assignments

Out-of-Class Assignments

- 1) **Reading:** Students will read assigned textbook chapters and related materials on word processing concepts, document creation, and formatting techniques.

- 2) **Writing:** Students will prepare and revise business and academic documents using appropriate formatting.
- 3) **Other:** Students will complete practice exercises and projects to apply word processing features, improve accuracy, and produce well-organized, professional documents.

Texts and References

- 1) Gaskin, Vargas, Geoghan, Graviett. *Go! Microsoft 365 Word 2021*, by Pearson Education, 2023.
- 2) Supplemental: None

Exit Skills

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Use keyboard efficiently by touch to create documents in Word.
- 2) Start and shut down Word properly.
- 3) Use efficient file and disk management techniques.
- 4) Use efficient file creation and editing techniques.
- 5) Evaluate documents and format them appropriately and attractively.
- 6) Analyze a given task and select appropriate Word features to accomplish that task as efficiently as possible.
- 7) Evaluate documents for correctness and completeness, correcting all errors prior to submitting them.
- 8) Use all basic Word functions correctly.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Use efficient file creation and editing techniques.
- 2) Evaluate documents and format them appropriately and attractively.
- 3) Analyze a given task and select appropriate Word features to accomplish that task as efficiently as possible.