Lecture Contact Hours: 8-9; Homework Hours: 16-18; Total Student Learning Hours: 24-27
Laboratory Contact Hours: 24-27; Homework Hours: 0; Total Student Learning Hours: 24-27

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 114 – ESSENTIAL WORD

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description
Designed for students who want to learn the most commonly used features of a popular word processing software package. Upon completion, students will be proficient in using text editing and formatting commands to produce typical business documents, and in using the mail merge feature to produce form letters, labels and envelopes. Those desiring more in-depth coverage of these and additional topics should consider enrolling in BOT 120, 121, 122. *Not open to students with credit in BOT 121, 122.*

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in BOT 100, 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) Demonstrate keyboard input of at least 18 wpm unless a physical disability limits speed.
3) Use a mouse or similar device efficiently.
4) Format and care for electronic storage media.
5) Identify common types of software and their purposes.
6) Use the Internet for common tasks.
7) Use the Windows operating system efficiently to maximize productivity.
8) Evaluate file organization and create appropriate folders for easy location of files.

Course Content
1) Fundamentals (opening, closing, printing a document, inserting and deleting text, formatting text)
2) Editing documents (selecting text, cutting, copying and moving text, using templates and wizards)
3) Formatting documents (page numbers, indents, spacing, page breaks, format painter, spelling and grammar, thesaurus, finding and replacing text)
4) Creating tables and charts, calculating data
5) Creating text and flyers with columns, bulleted and numbered lists, section breaks, graphics, text boxes, shrink to fit
6) Merging documents (using mail merge features to create main document and data source, merging and formatting labels)

Course Objectives
Students will be able to:
1) Perform fundamental operations using Word (opening, closing, printing a document, inserting and deleting text, formatting text, selecting text, cutting, copying and moving text, using templates and wizards).
2) Use appropriate character, page and document formatting commands to produce appropriately formatted letters, envelopes, memos, tables, reports and labels.

3) Use the mail merge feature to produce form letters, envelopes and labels.
4) Apply editing and proofing tools such as cut, copy, find and replace, spelling and grammar checker, and the thesaurus to produce error-free documents. Select appropriate graphics and insert into a document.
5) Analyze a given document and edit or enhance as necessary to make it attractive and usable.
6) Use efficient and appropriate file management techniques.

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 demonstrate proficiency in using text editing and formatting commands to produce typical business documents, and in using the mail merge feature to produce form letters, labels and envelopes.
2) Assignments and objective performance exams which measure students' ability to apply efficient and appropriate file management techniques to maintain and manage files.

Special Materials Required of Student
Electronic storage media

Minimum Instructional Facilities
Computer lab with appropriate software

Method of Instruction
1) One-on-one individualized or group lecture
2) Self-paced reading and lab projects
3) Individual assistance

Out-of-Class Assignments
Assigned textbook reading

Texts and References
1) Required (representative example): Rutkosky, et al., *Marquee Series: Microsoft Word 365, 2019 Edition*, Paradigm Publishing, 2020.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Use appropriate character, page and document formatting commands to produce appropriately formatted letters, envelopes, memos, tables, reports and labels.
2) Use the mail merge feature to produce form letters, envelopes and labels.
3) Use editing and proofing tools such as cut, copy, find and replace, spelling and grammar checker, and the thesaurus to produce error-free documents. Select appropriate graphics and insert into a document.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Perform fundamental operations using Word such as opening, closing or printing a document, inserting, deleting, formatting, selecting, cutting, copying or moving text, using templates, find and replace, or the spelling and grammar checker.

2) Use appropriate character, paragraph, page or document formatting commands to produce properly formatted letters, memos, tables, reports or labels.
3) Use Word features such as mail merge, WordArt, SmartArt, tables or the thesaurus.