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 121 – COMPREHENSIVE WORD, LEVEL II

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description
Second 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.

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in BOT 120 or equivalent

Entrance Skills
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:
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 appropriately and attractively.
6) Analyze a given task and select appropriate Word features to accomplish the task as efficiently as possible.
7) Evaluate documents for correctness and completeness, correcting all errors prior to submitting.
8) Use all basic Word functions correctly.

Course Content
1) Use mail merge features to generate labels, create envelopes, query data records, and insert and merge selected fields
2) Sort text and data records
3) Create documents for the Internet or an intranet, including web pages
4) Use desktop publishing features including graphics, text boxes, WordArt and special text effects
5) Use styles, templates and wizards to create documents
6) Create and use document notations

Course Objectives
Students will be able to:
1) Use increasingly complex features of Word to create a variety of documents.
2) Evaluate the objectives and requirements of specific tasks and select appropriate Word features to accomplish them efficiently.
3) Evaluate the formatting requirements of specific tasks and select appropriate Word features to format documents attractively and appropriately.
4) Evaluate completed documents and modify as necessary for 100% correctness and maximum impact.

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. Create documents and accomplish assigned tasks using increasingly complex Word features such as styles, templates, document notations and mail merge.
    b. Review and edit Word documents for 100% correctness and modify as necessary using formatting tools, graphics, text effects, and WordArt to produce attractive documents for maximum impact.

Special Materials Required of Student
Electronic storage media

Minimum Instructional Facilities
Computer lab with Internet access, appropriate software

Method of Instruction
1) Individual or group lecture
2) Self-paced reading and completion of assignments and projects

Out-of-Class Assignments
Assigned textbook reading

Texts and References
1) Required (representative example): Rutkosky, *Benchmark Series: Microsoft Word 365,* Paradigm, 2023.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Use relatively complex features of Word to create a variety of documents.
2) Evaluate given tasks and select appropriate Word features to accomplish tasks efficiently.
3) Evaluate given tasks and format attractively and appropriately.
4) Evaluate completed documents and modify as necessary for 100% correctness and maximum impact.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Use increasingly complex features of Word to create a variety of documents.(Work Based Learning Outcome)
2) Evaluate the objectives and requirements of specific tasks and select appropriate Word features to accomplish them efficiently.