

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 122 – COMPREHENSIVE WORD, LEVEL III

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description

Third 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

“C” grade or higher or “Pass” in BOT 121 or equivalent

Entrance Skills

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

- 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.

Course Content

- 1) Using macros
- 2) Creating documents for the Internet or an intranet, including web pages
- 3) Working with large documents
- 4) Using online forms
- 5) Creating and modifying charts
- 6) Managing files
- 7) Integrating Word with other Office applications

Course Objectives

Students will be able to:

- 1) Use complex features of Word correctly and efficiently.
- 2) Produce complex documents which are 100% accurate in content and format.
- 3) Evaluate the objectives and requirements of a specific task and select the most efficient Word features to complete it.
- 4) Evaluate completed documents and revise as needed for maximum impact.
- 5) Use advanced file management techniques.
- 6) Integrate Word with other Microsoft applications.

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, exams, and final exam which measure students' ability to analyze and create documents and accomplish assigned tasks using complex Word features such as charts, online forms, and web pages.
- 2) Assignments, quizzes, objective performance exams, and final exam which measure students' ability to review documents for 100% completeness and correctness and apply complex Word features to modify documents for maximum impact.
- 3) Assignments, exams and final exam which measure students' ability to integrate Word with other Office applications and perform file management procedures.

Method of Instruction

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

Out-of-Class Assignments

Assigned textbook reading

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computer lab with Internet access, appropriate software

Texts and References

- 1) Required (representative example): Rutkosky, *Benchmark Series: Microsoft Word 365*. Paradigm, 2020.
- 2) Supplemental: None

Exit Skills

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

- 1) Use complex features of Word correctly and efficiently.
- 2) Produce complex documents which are 100% accurate in content and format.
- 3) Evaluate a given task and select the most efficient features for completing the task.
- 4) Evaluate complete documents and revise as desirable for maximum impact.
- 5) Use advanced file management techniques.
- 6) Integrate Word with other Microsoft applications.

Student Learning Outcomes

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

- 1) Use advanced file management techniques.
- 2) Use complex features of Word correctly and efficiently.