



BT 1420

Division: Business and Technology

Department: Business Technology

Course: BT 1420

Title: Word Processing

Catalog Description:

This course covers introductory through advanced word processing features. The course is useful to any student who seeks to present written materials in a professional and appealing manner.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 3; Lecture: 3; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Justification:

Students will be prepared to take the Microsoft Office Specialist exam at the expert level.

The Business Technology Advisory Committee believes that students need word processing proficiency to meet the expectations of employers.

This class is a critical component in almost any field of business.

Similar courses are offered throughout the state.

Student Learning Outcomes:

Upon successful completion of this course, the student will be able to complete the following MOS expert-level tasks:

- Customizing paragraphs (control pagination, sort paragraphs in lists and tables)
- Formatting documents (create and format document sections; create and apply character and paragraph styles; create and update document indexes and tables of contents, figures, and authorities; create cross-references; add and revise endnotes and footnotes; create and manage master documents and subdocuments; move within documents; create and modify forms using various form controls; and create forms and prepare forms for distribution)
- Customizing tables (use Excel data in tables, perform calculations in Word tables)
- Creating and modifying graphics (create, modify, and position graphics; create and modify charts using data from other applications; align text and graphics)
- Customizing Word (create, edit, and run macros; customize menus and toolbars) Workgroup Collaboration (track, accept, and reject changes to documents; merge input from several reviewers; insert and modify hyperlinks to other documents and Web pages; create and edit Web documents in

Word; create document versions; help protect documents; define and modify default file locations for workgroup templates; attach digital signatures to documents)

- Using mail merge (merge letters with a Word, Excel, or Access data source; merge labels with a Word, Excel, or Access data source; use Outlook data as mail merge data source)

Content:

Course objectives will be accomplished by

- Preparing and managing documents
- Formatting and enhancing documents
- Customizing documents and adding visual appeal
- Enhancing the presentation of text
- Organizing text in documents

General Education Outcomes:

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.
Students who successfully complete this course will retrieve data from a variety of electronic media sources. Students will read and evaluate information and apply appropriate procedures to accomplish the given task. Students will proofread for content and format, making all necessary and appropriate corrections. Documents will be submitted in both electronic and paper form.
- 6) Apply computational skills to a variety of contexts.
Students will use formulas, functions, and/or a combination of formulas and functions to solve business problems using word processing software.

Applied Education Outcomes:

- 2) Students will become aware of industry specific certification and develop skills sufficient to acquire the same.
Students will practice Microsoft Word software tasks similar to what is presented in the Microsoft Application Specialist Certification exam or equivalent.

Key Performance Indicators:

Assignments and projects will be evaluated to determine expert-level proficiency and knowledge of word processing software. (50%)

Quizzes and production exams will test the understanding of theory and terminology used in word processing and will give students an opportunity to demonstrate their skill using word processing software. (50%)

Percentages are approximate.

Representative Text and/or Supplies:

Rutkosky, Nita, *Microsoft Word*, Signature Series, current edition or equivalent, EMC Paradigm.
or

Cashman, et. al., *Microsoft Office Word Comprehensive Concepts and Techniques*, current edition or equivalent, Thomson Course Technology.

Optimum Class Size: 18

Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)