BOT 73.12A Course Outline as of Fall 2000

CATALOG INFORMATION

Dept and Nbr: BOT 73.12A   Title: MS WORD CORE LEVEL
Full Title: Microsoft Word--Core Level for the Office Professional
Last Reviewed: 3/27/2023

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50		Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50		Lab Scheduled	1.50	2	Lab Scheduled	26.25
			Contact DHR	0		Contact DHR	0
			Contact Total	2.50		Contact Total	43.75
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
Designed for the office professional or other serious personal computer user. Emphasizes preparation of accurately formatted letters, memorandums, tabulated material, and short reports. Features include: character, paragraph and page formatting; headers and footers; styles and templates; outline; spelling, grammar and thesaurus tools; columns; tables; printing documents and envelopes; and managing files. Formerly BOT 77.8.

Prerequisites/Corequisites:

Recommended Preparation:
Completion of BOT 50A or knowledge of the keyboard and ability to type by touch. Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: Designed for the office professional or other serious personal computer user. Emphasizes preparation of accurately formatted letters, memo- randums, tabulated material, and short reports. Features include: character, paragraph & page formatting; headers & footers;

styles & tem- plates; outline; spelling tools; columns; tables; printing; file mgt. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Completion of BOT 50A or knowledge of the keyboard and ability to type by touch. Eligibility for ENGL 100 or ESL 100.
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

		Effective:	Inactive:
AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Transferable Effective: Fall 2000	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
The student will be able to:
 1. Process text
 2. Format characters
 3. Place and align text
 4. Use paragraph formatting and tab setting options
 5. Use page numbers, headers and footers and sections
 6. Use styles and templates
 7. Edit text
 8. Generate an outline
 9. Create documents for use on Internet/Intranet
10. Use writing tools
11. Use columns
12. Create tables
13. Manage files
14. Use draw
15. Print documents and envelopes

Topics and Scope:

1. Process text
  A. Cut, copy, insert, and move text.
  B. Add bullets and numbering.
  C. Use the Undo and Repeat command.
  D. Use the Overtype mode.

2. Format characters
   A. Apply font styles
   B. Use all underline options.
   C. Apply character efffects
3. Align text
   A. Use hyphenation
   B. Align text
   C. Set margins
   D. Insert page breaks
   E. Set line spacing options
   F. Insert date and time
4. Paragraph formatting
   A. Use TABS command
   B. Set tabs with leaders
   C. Use indentation options
5. Page numbers, headers/footers, and selections
   A. Page numbers
   B. Headers and footers
   C. Create sections
6. Styles and templates
   A. Create, apply, and edit styles
   B. Use templates
7. Edit text
   A. Find and replace text
   B. Navigate through a document
   C. Set auto correct exceptions
8. Outlines
   A. Create an outline
   B. Modify an outline
9. Create documents for Internet
   A. Save as HTML
   B. Create a hyperlink
   C. Browse through files
10. Writing tools
   A. Use the SPELLING command
   B. Use the GRAMMAR command
   C. Use the THESAURUS command
11. Columns
   A. Key and edit text in columns
   B. Revise column structure
12. Tables
   A. Create, format, and revise tables
   B. Add borders and shading
   C. Modify table structure
   D. Rotate text in a table
13. Managing files
   A. Open an existing document
   B. Save a document
   C. Use Save As command
   D. Create a folder
14. Draw feature
   A. Create and modify lines and objects

B. Create and modify 3D shapes

15.Printing

  A. Use print preview

  B. Print a document, envelope and labels

Assignment:

Completion of exercises and drills.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Quizzes, Exams	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams	Skill Demonstrations 40 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false	Exams 5 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance	Other Category 0 - 10%

Representative Textbooks and Materials:

Word Proficient MOUS Essentials, Que E & T, 1999.