BOT 162.1A Course Outline as of Fall 2000

CATALOG INFORMATION

Dept and Nbr: BOT 162.1A Title: MS WORD LEVEL 1
Full Title: Intro to MS Word for Win, Level 1, for Office Professionals
Last Reviewed: 10/25/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	8.00	8	Lecture Scheduled	64.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	64.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 128.00 Total Student Learning Hours: 192.00

Title 5 Category:	AA Degree Applicable
Grading:	P/NP Only
Repeatability:	34 - 4 Enrollments Total
Also Listed As:	
Formerly:	

Catalog Description:
Students get started with Word; create, save, print, and edit documents; move and copy text; use automatic text features; enhance the appearance of documents by formatting text, paragraphs, and documents; find and replace text; and use proofing tools to correct spelling and grammar errors. Formerly BOT 86.20.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Students get started with Word, create, save, print, and edit documents; move and copy text; use automatic text features; enhance the appearance of documents by formatting text, paragraphs, and documents; find and replace text; and use proofing tools to correct spelling and grammar errors. (Formerly BOT 86.20) (P/NP Only)
Prerequisites/Corequisites:

Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Students will be able to:
1. Start Word, open and view documents, use toolbars and menus, and exit.
2. Create and save documents.
3. Preview and print documents.
4. Find documents, and navigate through documents.
5. Select, move, and copy text.
6. Use automatic text features such as AutoText, AutoComplete, and AutoCorrect.
7. Format text and use the format features such as Format Painter.
8. Format paragraphs by changing margins, hyphenation, spacing, tabs, indentations, and displaying nonprinting characters.
9. Format documents by controlling text flow, alignment of text, and page orientation.
10. Find and replace text.
11. Use proofing tools such as spell and grammar check and the Thesaurus.

Topics and Scope:

1. Getting Started With Word
   A. Using the office assistant
   B. Using toolbars
   C. Using menus
   D. Opening and viewing documents
   E. Closing documents and exiting word
2. Creating, Saving, And Printing Documents
   A. Creating documents
   B. Saving documents

C. Using versioning
D. Previewing and printing documents

3. Editing Documents
   A. Finding documents
   B. Navigating through documents
   C. Editing text
   D. Using undo and redo
4. Moving And Copying Text
   A. Selecting text
   B. Moving and copying text
5. Using Automatic Text Features
   A. Using AutoText
   B. Using AutoComplete
   C. Using AutoCorrect
6. Formatting Text
   A. Using the formatting toolbar
   B. Using AutoFormat as you Type
   C. Using the Format Painter
7. Formatting Paragraphs
   A. Setting margins
   B. Setting hyphenation
8. Changing Line And Paragraph Spacing
   A. Changing character spacing
   B. Setting tabs
   C. Indenting paragraphs
   D. Displaying and hiding nonprinting characters
9. Formatting Documents
   A. Controlling text flow
   B. Aligning text on a page
   C. Changing page orientation
10. Finding And Replacing Text
   A. Finding text
   B. Replacing text
   C. Finding and replacing word forms
   D. Using the "Go to" feature
11. Using Proofing Tools
   A. Checking spelling and grammar
   B. Using the Thesaurus

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.

Application problems.	Problem solving 20 - 50%

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

Software functions	Skill Demonstrations 10 - 70%

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

Multiple choice, True/false, Matching items	Exams 5 - 20%

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

Attendance, class participation, staying on task.	Other Category 5 - 30%

Representative Textbooks and Materials:
Word 2000, Module I, ComputerPrep, 1999