## 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	<b>Course Hours Total</b>	
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:**

AS Degree: CSU GE:	Area Transfer Area	I		Effective: Effective:	Inactive: Inactive:
<b>IGETC:</b>	Transfer Area	l		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 options5. Use page numbers, headers and footers and sections
- 6. Use styles and templates7. 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 effects
- 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.

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

Quizzes, Exams

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

Class performances, Performance exams

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

Multiple choice, True/false

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

Attendance

### **Representative Textbooks and Materials:**

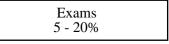
Word Proficient MOUS Essentials, Que E & T, 1999.

Writing 0 - 0%	

20 - 50%

Problem solving

Skill Demonstrations 40 - 50%



Other Category 0 - 10%