

## **BOTE 147 Word Processing**

### **Spring Semester 2013**

**Course Description:** Up-to-date word processing software is used to create professional business documents including letters, memorandums, reports, tables, forms, and graphics.

#### **Course Objectives:**

- ⇒ Create and manage information using computer technology.
- ⇒ To format various types of business documents correctly and accurately
- ⇒ To demonstrate the ability to use the software's formatting features to enhance business documents.
- ⇒ To demonstrate the ability to interpret and synthesize information resulting in problem solutions
- ⇒ Demonstrate a working knowledge of basic and advanced features of Microsoft Word.

**Instructor:** Ms. Diane R Keller

**Office:** Thatcher 211

**Office Hours:** T, TH 11:00-11:50 am, 2:00-3:00pm

**Phone:** 701-228-5453

**Email:** diane.keller@dakotacollege.edu

**Lecture/Lab Schedule:** MWF 2:00-2:50pm / Thatcher Hall 212

**Textbook(s):** **GO!** Word 2010 Comprehensive, Authors: Gaskin, Ferrett, Martin, ISBN-978-0-13-509798-4

**Course Requirements:** Instruction procedures include lecture, class discussion and participation, individual assistance and tests.

#### **Grading Methods**

Points will be earned from grading of:  
Daily work (randomly)  
Objective Tests  
Production tests  
Final test

#### **Grading Scale**

A = 90%  
B = 80%  
C = 70%  
D = 60%  
F = Below 60%

Grades will be calculated by dividing total points earned by total points available from assignments and tests.

#### **Tentative Course Outline:**

- ⇒ **Creating and Modifying a Word Document**
  - Insert and format graphics, insert and modify text boxes and shapes, Preview and print a document, paragraph and document layout, lists, setting tab stops, smart art graphic
- ⇒ **Using Tables and Templates to Create Resumes and Cover Letters**
  - Create a letterhead, autocorrect entries, cover letter, finding and replacing text, selecting and moving text, spelling and grammar checking, using the thesaurus
- ⇒ **Creating a Cover Letter and a Resume**
  - Create a letterhead, insert clip art, auto format, tab stops, building block, tables, templates, envelopes, insert dates
- ⇒ **Creating Research Papers, Newsletters, and Merged Mailing Labels**
  - Footnotes, citations, bibliography, multiple columns, small caps, mail merge

- ⇒ **Using Styles and Creating Multilevel Lists and Charts**
  - Quick styles, themes, multilevel lists, chart types, chart data
- ⇒ **Building Documents from Reusable Content and Revising Documents Using Markup Tools**
  - Building blocks, customizing a theme, managing files, inserting comments, tracking changes
- ⇒ **Using Advanced Table Features**
  - Table style, formulas, captions, nested tables, inserting Excel spreadsheet
- ⇒ **Creating Mass Mailings**
  - Data sources, watermarks applying rules to a merge
- ⇒ **Creating Standardized Forms and Managing Documents**
  - Saving a template, content controls, protecting a document, customizing the ribbon, stacking and grouping objects, restricting editing
- ⇒ **Working with Long Documents**
  - Master document, subdocuments, cross references, bookmarks, indexes, table of contents, table of figures
- ⇒ **Embedding and Linking Objects and Using Macros**
- ⇒ **Integrating Word and PowerPoint**

### Relationship to Campus Theme:

**Technology:** The course focuses on knowledge and application of technology  
**Objective 1:** Completes an assignment using appropriate application software.  
**Skill:** Creates, edits, and formats a word processing document

### Classroom Policies:

- ⇒ Students are required to complete all class activities.
- ⇒ Attendance is required. Quizzes and tests cannot be made-up. Exceptions may apply when students are excused because of a school function or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.
- ⇒ Assignments are due at the designated time, even if you will be or were absent. Late work will not be accepted.
- ⇒ Bring your textbooks, and writing tools each day to class. Bring a positive, cooperative attitude to class each day.
- ⇒ Using the computer for gaming, chatting or activities other than the program required for class is prohibited. People who do so may be asked to leave the classroom.
- ⇒ Turn off cell phones and other electronic devices, as they are distracting to everyone in the room.

### Academic Integrity:

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19)

- ⇒ Students will receive no credit for work that fails to meet standards of academic integrity.
- ⇒ If a person participates in academic dishonesty more than once, the result will be an F for the course.

**Disabilities and Special Needs:** If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.