

## Dakota College at Bottineau Course Syllabus

**Course Prefix/Number/Title:** BOTE 147—WORDPROCESSING

**Course Description:** Use of current word processing software to create professional business documents including letters, memos, reports, tables, forms, brochures, and graphic aids. Advanced features in printing, macros, and merging practiced.

**Course Objectives:** Upon successfully completing this course, students will be able to challenge the Microsoft Certified Application Specialist evaluation utilizing the following covered material:

Introduction of Microsoft Windows 7  
Files Management  
Microsoft Office 2010  
Creating Documents with Word 2007  
Editing Documents  
Formatting Text and Paragraphs  
Formatting Documents  
Creating and Formatting Tables  
Illustrating Documents with Graphics  
Working with Themes and Building Blocks  
Merging Word Documents  
Working with Styles and Templates  
Developing Multipage Documents  
Working with References  
Integrating Word with Other Programs  
Exploring Advanced Graphics  
Building Forms  
Collaborating with Co-workers  
Customizing Word

**Instructor:** Russ Gagnon

**Office:** Minot Campus Administration Building 2<sup>nd</sup> Floor

**Office Hours:** M-F 9:00 a.m. to 4:00 p.m. and by appointment when not in class.

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**Lecture/Lab Schedule:** TR 11:00-12:15 p.m.

**Textbook:** *Microsoft Word 2010, Illustrated Complete*, 1st Edition, Jennifer Duffy and Carol M. Cram, ISBN-978-0-538-74714-1423905271.

**Software:** Microsoft Office 2010, Internet Explorer 7, and Windows 7 required. Another operating system may be used, but students may notice some differences in the appearance of certain dialog boxes. USB Drive at least 256mb recommended. A personal laptop computer may be used with permission.

### Course Requirements:

1. Completion of assignments, tests, and taking the final are required.
2. Grading is the accumulation of assignments, quizzes, and tests for total points.

90-100= A    80-89=B    70-79=C    65-69=D    below 65=F

**Tentative Course Outline:** Each Unit will be covered on a weekly basis, if more time is required due to more complicated material, the weekly schedule will be modified as necessary.

### **General Education Goals/Objectives:**

Goal 2: Demonstrates knowledge and application of technology

Objective 1: Completes an assignment using an appropriate application software

Skill 1: Creates, edits, and formats a word processing document

**Relationship to Campus Theme:** Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology and prepare students for the future use of computers, hardware, and software.

### **Classroom Policies:**

**Missed Classes:** Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

**Assignments:** All assignments are due at the beginning of class on the date due unless specified prior. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise numbers appear in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

**Electronic Devices:** Turn off or mute cellular phones and pagers; prior permission for personal computer use is required. I will have my cell phone on for campus emergency notifications.

**Academic Integrity:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" policy in the university catalog or the student handbook online: [www.misu-b.nodak.edu/handbook.htm](http://www.misu-b.nodak.edu/handbook.htm)

**Disabilities and Special Needs:** If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.