



**Course Prefix/Number/Title: BOTE 147 – Word Processing**

Number of Credits: 3 Credits

**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 also practiced.

**Pre-/Co-requisites:** None

**Course Objectives:**

- To teach the fundamentals of Microsoft Word 2019
- Students will create and edit memos, letters, and reports of varying complexity
- Apply appropriate formatting elements and styles to a range of document types
- Add graphics and other visual elements to enhance written communication
- Plan, write, revise, and publish documents to meet specific information needs
- To develop an exercise-oriented approach that allows learning by doing
- To encourage independent study

**Instructor:** Kayla O'Toole

**Office:** The Academic Center for Excellence (ACE)

**Office Hours:** By Appointment

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**Lecture/Lab Schedule:** Online

**Textbook(s):** Go! With Microsoft Office 365, Word 2019 Comprehensive/Gaskin/Vargas/ Pearson / ISBN-13: 9780135442791/ Book Only. Students will also need the Microsoft 2019/Office 365 Suite.

**Course Requirements:** Instruction procedures include lecture, class discussion and participation, individual assistance and tests. Grades will be calculated by dividing total points earned by total points available. You will need access to a desktop or laptop computer to take this class. You cannot use your phone or tablet to take this class.

**Grading Scale:**

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

## Tentative Course Outline:

Topic	Chapter	What's Due?	Points	Due Date
Welcome		Intros Syllabus Quiz	5 Bonus Pts. 5	Jan. 18
Microsoft Office Common Features and Windows 10 Features and File Management	Ch. 1 Office	Project 1A - Office Discussion – Windows Quiz – Office/Windows	5 10 10	Jan. 24
Creating Documents with Microsoft Word	Ch. 1	Project 1A Project 1B Ch. 1 Homework Ch. 1 Quiz	5 5 10 10	Jan. 31
Creating Cover Letters and Using Tables to Create Resumes	Ch. 2	Project 2A Project 2B Ch. 2 Discussion Ch. 2 Quiz	5 5 10 10	Feb. 7
Creating Research Papers, Newsletters, and Merged Mailing Labels	Ch. 3	Project 3A Project 3B Ch. 3 Homework Ch.. 3 Quiz	5 5 10 10	Feb. 14
Using Styles and Creating Multilevel Lists and Charts	Ch. 4	Project 4A Project 4B Ch. 4 Homework Ch. 4 Quiz	5 5 10 10	Feb. 22
Midterms		Midterm Project Midterm Exam	50 50	Mar. 3
Using Advanced Table Features and Advanced Editing Tools	Ch. 5	Project 5A Project 5B Ch. 5 Homework Ch. 5 Quiz	5 5 10 10	Mar. 11
Spring Break		March 12-20		
Building Documents from Reusable Content and Revising Documents Using Markup Tools	Ch. 6	Project 6A Project 6B Ch. 6 Discussion Ch. 6 Quiz	5 5 10 10	Mar. 28
Creating Word Macros and Modifying Document Components	Ch. 7	Project 7A Project 7B Ch. 7 Homework Ch. 7 Quiz	5 5 10 10	Apr. 4
Creating Merged Documents	Ch. 8	Project 8A Project 8B Ch. 8 Discussion Ch. 8 Quiz	5 5 10 10	Apr. 11
Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution	Ch. 9	Project 9A Project 9B Ch. 9 Homework Ch. 9 Quiz	5 5 10 10	Apr. 20
Working with Long Documents	Ch. 10	Project 10A Project 10B Ch. 10 Homework Ch. 10 Quiz	5 5 10 10	Apr. 27
Finals		Final Project Final Exam	50 50	May 11

**General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):** Employs industry specific skills in preparation for workplace readiness.  
**Learning Outcome #2:** Employ management of information procedures.

**Relationship to Campus Focus:** At first, nature and technology may seem to be opposites, but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

#### **Classroom Policies:**

- Students are required to complete all class activities.
- Cheating will result in the automatic failure of this course.
- All assignments will be submitted in Blackboard.
- Assignments that are late will have points deducted accordingly. 10% for each day late. Once an assignment has reached a value of zero, it will not be accepted.
- Incompletes are handled according to the campus policy.

#### **Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

#### **Academic Integrity:**

According to the DCB Student Handbook, 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. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

#### **Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

#### **Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.