

CATALOG INFORMATION

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Dept & Nbr: BOT 120 Title: WORD PROCESSING I
Full Title: Word Processing I on a Microcomputer

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 1.5	Lecture	1.0	17	Lecture	17.0
Min: 1.5	Lab	2.0		Lab	34.0
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	3.0		Contact Total	51.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic
Grading: GC Credit course for grade or CR/NC
Repeatability: 10 4/ANY COMBINATION
Also listed as:

CATALOG DESCRIPTION:

This course will show you how to use the basic word processing functions of Word 2003 or 2007.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:

BOT 100.1 or minimum typing speed of 20 wpm

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

Recommended: BOT 100.1 or minimum typing speed of 20 wpm
This course will show you how to use the basic word processing functions of Word 2003 or 2007. (Grade or CR/NC) (Repeat Code 10)
Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

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ASSOCIATE DEGREE:	Effective:	Inactive:
Area:		
CSU GE:	Effective:	Inactive:
Transfer area:		
IGETC:	Effective:	Inactive:
Transfer area:		
CSU TRANSFER: TRANSFERABLE	Effective: FALL 1984	Inactive:
UC TRANSFER:	Effective:	Inactive:

CAN:

CERTIFICATE APPLICABLE: C CERTIFICATE APPLICABLE COURSE

APPROVAL AND DATES

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Version 04 Submitted by: TERRI ROBERTSON Date: 09/23/2008
Department approved: Debra Polak Date: 09/23/2008
Curriculum approved: 02/06/1993 Version approved: 09/19/2008
Prerequisites approved: 12/07/1999 Last reviewed: 09/19/2008
Term effective: SPRING 2009 Last taught: Inactive:

COURSE CONTENT

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OUTCOME AND OBJECTIVES:

1. Perform basic word processing functions using the software program.
2. Write an explanation of the procedures followed to create the document(s) required for each assignment.
3. Produce error-free documents efficiently using the capabilities of the word processing software.

TOPICS AND SCOPE:

1. Become acquainted with the features of the computer, printer, and software program:
 - a. disk drive, keyboard, monitor, and printer
 - b. start and exit the program, store, edit, retrieve, and print documents
 - c. default settings, formatting disks, codes
 - d. cursor movements and deletions
2. Type letters and manuscripts
 - a. format using default settings
 - b. date--insert and placement
 - c. centering--line and page
 - d. bold and underline
3. Customize letters and manuscripts
 - a. margin settings
 - b. tab stops
 - c. justification, on or off
 - d. hyphenation
 - e. spell check
 - f. page numbers
 - g. footnotes
4. Find and correct
 - a. text errors
 - b. code errors
5. Merge
 - a. mail and memo merge
6. Set up columns and tables
 - a. newspaper columns
 - b. parallel columns

ASSIGNMENTS:

READING ASSIGNMENTS:

Students will be required to read and study assigned chapters in the software manual, textbook, and handouts.

WRITING ASSIGNMENTS:

Students are required to write an explanation of the procedure followed to create the document(s) for each assignment.

OUTSIDE ASSIGNMENTS:

None. All assignments are completed during scheduled and supervised

lab hours.

ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

The students will be required to locate and interpret the directions for the required functions and use this information to perform these functions correctly.

METHOD OF INSTRUCTION:

Individualized instruction, some lecture, handouts and worksheets

For Distance Education Courses:

The content of this course is delivered using some form or forms of distance technology such as television, videotape, audiotape, or the Internet. For telecourses, no less than 11 hours of personal contact between instructor and students shall be included through: groups or individual meetings; orientation and review sessions; supplemental in-person activities.

For on-line courses, instructor/student contact may take place in a face-to-face setting and/or through e-mail or other electronic means. Students may interact with each other through in-person study groups, electronic message boards, or other means.

METHODS OF EVALUATION:

Students will be evaluated on all of the following, with skills demonstrations weighing the heaviest in determining final grades: 1. Writing. Students are required to submit a written report (program) which explains the procedures followed in order to produce the required documents. Substantial writing is inappropriate because the course primarily involves the application of skills learned in the course. 2. Knowledge of the Software Program. Demonstrated by the accuracy of the completed assignments. 3. Production tests.

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

Book: Signature Word 2007 Windows XP Edition; Nita Rutkosky and Audrey Roggenkamp; Paradigm Publishing; 2008
Signature Word 2003 Windows XP Edition; Nita Rutkosky; Paradigm Publishing; 2004