

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:

Getting Started with Microsoft Office 2013, Appendix: Working with Windows Live and Office Web Apps.

Unit A: Creating Documents with Word 2013.

Unit B: Editing Documents.

Unit C: Formatting Text and Paragraphs.

Unit D: Formatting Documents.

Unit E: Creating and Formatting Tables.

Unit F: Illustrating Documents with Graphics.

Unit G: Working with Themes and Building Blocks.

Unit H: Merging Word Documents.

Unit I: Developing Multipage Documents.

Unit J: Working with Styles and Templates.

Unit K: Working with References.

Unit L: Integrating Word with Other Programs.

Unit M: Exploring Advanced Graphics.

Unit N: Building Forms.

Unit O: Collaborating with Coworkers.

Unit P: Customizing Word.

Instructor: Russ Gagnon

Office: Minot Campus Administration Building 1st 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 2013: Illustrated Complete, 1st Edition*, Jennifer Duffy and Carol M. Cram, ISBN-13: 9781285093116.

Software: Microsoft Office 2013, Internet Explorer, and Windows required. Another operating system may be used, but students may notice some differences in the appearance of certain dialog boxes. USB Drive at least 1gb 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

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.