

BOTE 147 Word Processing **Spring Semester 2014**

Credits: 3

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

Prerequisites: CSCI 101 Introduction to Computers

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 2013 Comprehensive, Authors: Gaskin, Martin, Vargas,
ISBN-978-0-13-341746-3-4

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 = 100%-90%
B = 89.9%-80%
C = 79.9%-70%
D = 69.9%-60%
F = 59.9% and below

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 table, format tables, table layout
 - Create a custom word template
 - Use proofing options
 - Printing envelopes

- Use a predesigned template
- ⇒ **Creating Research Papers, Newsletters, and Merged Mailing Labels**
 - Footnotes, citations, bibliography, multiple columns, small caps, mail merge, newsletters,
- ⇒ **Using Styles and Creating Multilevel Lists and Charts**
 - Quick styles, themes, multilevel lists, chart types, chart data
 - Building blocks, customizing a theme, managing files, inserting comments, tracking changes
- ⇒ **Using Advanced Table Features**
 - Table style, formulas, captions, nested tables, inserting Excel spreadsheet
- ⇒ **Building Documents from Reusable Content and using Markup Tools**
 - Building blocks, Quickparts, Theme Templates, Comments, Track Changes, Comparing Documents
- ⇒ **Creating Web Content and Using Advanced Editing Tools**
 - Webpages for Word, Hyperlinks, Document Versions, Collecting Images and Text, Advanced Find and Replace
- ⇒ **Creating Mass Mailings**
 - Merging, Edit and Sorting a Data Source, Match Fields, Create a Data Source
- ⇒ **Creating Standardized Forms and Managing Documents**
 - Saving a form as a template, Modifying and Locking a Form, Using a Template to Complete a Form, Format Pictures and Text Boxes, Customizing the Ribbon, Digital Signatures, Preparing a Document for Distribution
- ⇒ **Working with Long Documents**
 - Master and Subdocuments, Create and Modify Headers and Footers, Create an Index, Create a Table of Figures, Create a Table of Contents
- ⇒ **Embedding and Linking Objects and Using Macros**
 - Embed Objects, Link Objects, Create Macros,
- ⇒ **Integrating Word and PowerPoint**
 - Modify a PowerPoint Presentation, Create a Table of Authorities, Format Graphic and Text Elements

General Education Goals: None

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.
- ⇒ Student must be in attendance on the day scheduled for the final exam. Failing to be present will result in an F on the final project.
- ⇒ Assignments are due at the designated time, even if you will be or were absent. Late assignments will not be accepted.
- ⇒ Bring your textbooks, electronic storage device, and writing tools each day to class
- ⇒ Bring a positive, cooperative attitude to class each day.

- ⇒ DO NOT BE LATE TO CLASS.....Tardiness will not be tolerated. It is disruptive to your peers and the discussions. If you attempt to enter the classroom after the door has been closed, you will be instructed to leave the room.
- ⇒ The instructor reserves the right to remove anyone causing disruptions or showing disrespect to others in the class. The first offense will result in expulsion from that class period. A second offense will result in the students' permanent removal from the class and a grade of F for the semester. Disruptions include:
 - Any use of cell phone or any other electronic device (tablets, net books, or laptop computers, I-pads, I-pods etc.) during class
 - Using the computer for gaming, chatting or activities other than the program required for class
 - The instructor reserves the right to interpret and declare what is considered disruptive or disrespectful behavior. Examples may include but are not limited to
 - Disruptive talking
 - Listening to music or sports utilizing an electronic device via ear buds
 - Watching videos during class

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.
- ⇒ The use of templates or other pre-made layouts will result in an F for the assignment.
- ⇒ The instructor reserves the right to interpret and declare what is considered cheating on a case-by-case basis.

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.