BOTE 147 Word Processing
Spring Semester 2014

Course Description: Students will learn how to use Word, a powerful word processing program, to create professional looking documents for work, school, and personal communications. Students can expect to be proficient in using Word to create, edit, organize, and present information.

Course Objectives:
⇒ To teach the fundamentals of Microsoft Word 2010
⇒ 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: Colette Schimetz
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Office Hours: MWF 9:00 AM to 11:00 AM
                   TuTh 1:00 PM to 2:00 PM
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Lecture/Lab Schedule: Online

Textbook(s): *Benchmark Series Word 2010 Levels 1 and 2. Rutkosky and Rutkosky* ISBN: 978-0-76384-299-4

Course Requirements: Students should work through all chapter projects before attempting to complete the assignments. There are graded assignments for each chapter. Students should submit these as Word documents in the assignment drop box and complete each test for the chapter at that time.

Grading and Evaluation Criteria: Tests will comprise 70% of your grade. Tests will be both production and objective, i.e. multiple choices, true/false, and short answer. 30% of your grade will be based on the submitted assessments at the end of the chapter.

The formula for grades is as follows:
A=90 and above
B= 89-80
C= 79-70
D= 69-60
F= 59 and below

Tentative Course Outline:

⇒ Editing and Formatting Documents
　　o Preparing Documents
　　o Formatting Characters and Paragraphs
　　o Customizing Paragraphs
　　o Formatting Pages

⇒ Enhancing and Customizing Documents

- o Applying Formatting and Inserting Objects
- o Maintaining Documents
- o Creating Tables and SmartArt
- o Merging Documents

⇒ Formatting and Customizing Documents
- o Customizing Paragraphs and Pages
- o Proofing Documents
- o Automating and Customizing Formatting
- o Customizing and Navigating in a Document

⇒ Referencing and Sharing Information
- o Inserting Special Features and References
- o Creating Specialized Tables and Indexes
- o Working with Shared Documents
- o Protecting and Preparing Documents

Relationship to Campus Theme: 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.

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. **The work you hand in must be your own. Handing in someone else's work can result in an F and/or removal from class.**

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.