Course Prefix/Number/Title: BOTE 147 Word Processing

Number of credits: 3 semester credits

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.

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: Trisha Nelson
Office: MiSU campus, Old Main, 307A
Office Hours: M,W,F 11:00-noon; T, Th noon-2:00
Phone: 701-858-3313

Email: trisha.nelson@ndus.edu

Lecture/Lab Schedule: T, Th 9:30-10:45

Textbook(s): Go! With Microsoft Office 365, Word 2019 Comprehensive/Gaskin/Vargas/ Pearson / ISBN13: 9780135442791/ Book Only. Students will also need the Microsoft 2019/Office 365 Suite.

A textbook is **mandatory** for each student. Students will need to have the 2019 Microsoft Office Suite.

Course Requirements: Instruction procedures include lecture, class discussion and participation, individual assistance and tests.

Tentative Course Outline:
- Microsoft Office Common Features and Windows 10 Features and File Management
- Creating Documents with Microsoft Word
- Creating Cover Letters and Using Tables to Create Resumes
- Creating Research Papers, Newsletters, and Merged Mailing Labels
- Using Styles and Creating Multilevel Lists and Charts
- Using Advanced Table Features and Advanced Editing Tools
- Building Documents from Reusable Content and Revising Documents Using Markup Tools
- Creating Word Macros and Modifying Document Components

- Creating Merged Documents
- Creating Forms, Customizing Word, and Preparing Documents for Review and Distribution
- Working with Long Documents

Grading Scale: A=90%; B=80%; C=70%; D=60%; F=59% and below; grades are calculated by dividing total points earned by total points available from assignments and tests.

General Education Goals/Objectives:

Relationship to Campus Theme: The course focuses on knowledge and application of technology.

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.
- 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:
- 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.

Disabilities and Special Needs:
- If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact your instructor and the Learning Center as early as possible during the beginning of the semester.