

COURSE OUTLINE

Revision: Marla Lockhart Date: April, 2009

DEPARTMENT: Business (BUS)
CURRICULUM: Business Information Technology
COURSE TITLE: Word-processing
COURSE NUMBER: BUS 179
TYPE OF COURSE: Vocational Preparatory
COURSE LENGTH: 1 quarter
CREDIT HOURS: 5
LECTURE HOURS: 55
LAB HOURS: 0
CLASS SIZE: 24
PREREQUISITES: BUS 169 or equivalent

COURSE DESCRIPTION:

This course is designed to prepare students for the Microsoft Office Specialist (MOS, formerly MOUS) Core Professional Certification exam for MS-Word. Emphasis is placed on learning to use the Word software tools necessary to pass the core exam, however passing the MOS exam is not required to pass the course. The certification exam is available at a reduced fee through the Testing Center at the SSCC campus.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Technology – Use current software for business application
2. Information Literacy – Access current data for tasks as required
3. Critical Thinking and Problem Solving Develop the attitudes that support problem solving and the reasoning process
4. Personal Responsibility – Be motivated and continue learning and adapt to change.

PROGRAM OUTCOMES ADDRESSED:

7. Demonstrate time management and organization skills.
8. Identify and use appropriate resources for problem solving.
9. Receive, interpret, and follow both written and verbal instructions.
12. Demonstrate flexibility, motivation when faced with change.
13. Use the Internet for information searches.
14. Create and manage physical and electronic data systems in business applications.
15. Adapt to workplace practices and practice appropriate professional conduct.
18. Interpret business data.
19. Demonstrate knowledge of laws and regulations, which affect the US workplace and work force, and an appreciation for ethics in business.
20. Understand career paths and advancement criteria typical of office occupations.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. To learn what word processors have to offer as productivity tools.
2. To gain considerable hands-on experience using MS-Words.
3. To learn the role that MS-Word plays in the MS-Office software suite.
4. To gain skills at solving practical problems using word processing software.
5. To learn discipline in downloading, uploading, storing and backing-up data files.

TOPICAL OUTLINE:

APPROX. HOURS

- I. Working with Text
 - a. Use the Undo, Redo, and Repeat commands
 - b. Apply font formats (bold, italic, and underline)
 - c. Use the Spelling and Grammar command
 - d. Use the Thesaurus
 - e. Insert page breaks
 - f. Highline text in document
 - g. Insert and move text
 - h. Cut, copy, paste, and paste special using the Office
- II. Clipboard
 - a. Copy formats using the Format Painter
 - b. Select and change font and font size
 - c. Find and replace text
 - d. Apply character effects (superscript, subscript, strikethrough, small caps, and outline)
 - e. Insert date and time

TOPICAL OUTLINE (Cont.):

APPROX. HOURS

- f. Insert symbols
- g. Create and apply frequently used text with AutoCorrect
- III. Working with Paragraphs
 - a. Align text in paragraphs (center, left, right, and justified)
 - b. Add bullets and numbering
 - c. Set character, line, and paragraph spacing options
 - d. Apply borders and shading to paragraphs
 - e. Use indentation options (left, right, first line, and hanging indent)
 - f. Use Tabs command (center, decimal, left, and right)
 - g. Create an outline-style numbered list
 - h. Set tabs with leaders
- IV. Working with Documents
 - a. Print a document
 - b. Use print preview
 - c. Use Web Page Preview
 - d. Navigate through a document
 - e. Insert page numbers
 - f. Set page orientation
 - g. Set margins
 - h. Use GoTo to locate specific elements in a document
 - i. Create and modify page numbers Create and modify headers and footers
 - j. Align text vertically
 - k. Create and use newspaper columns
 - l. Revise column structure
 - m. Prepare and print envelopes and labels
 - n. Apply styles
 - o. Create sections with formatting that differs from other sections
 - p. Use Click and Type
- V. Managing Files
 - a. Use Save
 - b. Locate and open an existing document
 - c. Use Save As (different name, location, or format)
 - d. Create a folder
 - e. Create a new document using a wizard
 - f. Save as Web Page
 - g. Use templates to create a new document
 - h. Create Hyperlinks
 - i. Use the Microsoft Office Assistant
 - j. Send a Word document via e-mail
- VI. Using Tables
 - a. Create and format tables
 - b. Add borders and shading to tables

TOPICAL OUTLINE (Cont.):

APPROX. HOURS

- c. Revise tables (insert and delete rows and columns and change cell formats)
- d. Modify table structure (merge cells, change height, and width)
- e. Rotate text in a table
- VII. Working with Pictures and Charts
 - a. Use the drawing toolbar
 - b. Insert graphics into a document (WordArt, clip art, and images)

Revised BY: Marla Lockhart
DATE: April, 2009