BTEC 235 Word for Windows

Credit Hours: 3

Scheduled hours per week
   Lecture: # 3
   Lab: #
   Other: e-course

Catalog Course Description: Using Microsoft Word, students are taught how to create and customize documents; format text and paragraphs; use themes, SmartArt and styles, manipulate text; control pagination; work with visual content; structure and organize content using Quick Parts, tables and lists; calculate with equations; modify tables and charts; insert and format references and captions; merge documents and data sources; compare and merge document versions; insert, modify, and delete comments; prepare documents for sharing, control document security, and create web pages.

Prerequisites: Keyboarding Skills

Corequisites: None

Course Learning Outcomes:

Students should be able to:

Create a variety of documents essential to business including: memorandums, email messages, letters, notices, tables, reports, manuscripts, and newsletters using Microsoft Word.

Create original draft material with correct language, word order, and punctuation.

Apply advanced designing of office forms and publications such as flyers, newsletters, report templates, and clip art applications.

Apply mail merge for letters, envelopes, and labels.

Apply and analyze decisions on document priorities, preparation of documents, and file management.

Apply proofreaders’ marks and revise text.

Understand ethical values and behavior for problem solving, critical thinking, and decision making.

Apply acceptable language arts and communication skills commensurate with the expectations of the business profession using Word

Topics to be studied:

Preparing Documents
Format an Online Shopping Document
Format a Corporate Report
Create, Format, and Copy a Training Document
Format a Software Document
Format a Travel Document
Set Tabs and Create a Training Costs Document
Set Tabs and Create a Vacation Packages Document
Customize Grammar Checking and Spelling Format Resume Formats
Format a Job Announcement
Create and Format an Announcement
Create and Format a Word Commands Document
Prepare a Memo Illustrating Font Use

Formatting and Management Documents
Format a Corporate Report
Create and Format an Announcement
Format a Computer Security Report
Create a Business Letter Using a Template
Format an Employment Document
Create an Envelope
Create Mailing Labels
Format a Report
Prepare a Gift Certificate
Format a Computer Guidelines Company Document
Research and Prepare a Netiquette Report

Enhancing Documents
Format a Computer Report
Create a Flyer with WordArt and a Clip Art Image
Create and Format an Organizational Chart

Managing Data
Use Mail Merge to Create Letters to Customers
Use Mail Merge to Create Envelopes and Labels
Edit Data Source and Main Document and Merge Letters
West Virginia University at Parkersburg

Create and Format a Radial Diagram
Create and Format a Training Announcement
Create an Announcement with a Picture and Text
Create and Format a Table
Format a Travel Table
Calculate averages in a Table (Formulas)
Calculate Quantities and Totals in a Table
Create and Format a Column Chart
Create and Format a Pie Chart
Create and Format Steps Describing How to Use SmartArt
Create an Expenditures Table
Create a Column Chart
Create a Store Letterhead

Use Mail Merge to Create Labels
Use Mail Merge to Create a Directory
Sort Data in Columns and a Table
Create and Apply Custom Bullets and a Multilevel List
Keep Text Together and Insert Footers in a Report
Keep Text Together and Insert Footers in Different Sections of a Document
Insert Comments and Track Changes in a Report
Combine Documents
Use Mail Merge to Create Letters to Volunteers

Customizing Documents and Features
Format and Insert Fields in a Computer Report
Create Building Blocks and Prepare a Business Letter
Create and Apply Custom Themes and AutoCorrect Entries to a Rental Form
Create and Apply Building Blocks and Styles to a Business Conduct Report
Format a Report with Styles
Restrict Formatting in a Report
Insert Documents Properties and Save a Document in a Previous Version of Word
Design and Apply Building Blocks
Create AutoCorrect Entries and Format an Agreement Document

Referencing Data
Insert Footnotes in a Report
Create Citations and Prepare a Works Cited Page for a Report
Create an Index and Table of Contents for a Report
Create Captions and Insert a Table of Figures in a Report
Create and Fill in a Purchase Order Form (fields)
Create and Fill in an Insurance Application Form (fields)
Create Subdocuments
Create and Run Macros
Format an Employee Handbook
Create a Contact Information Form (fields)

Relationship of Course to Program or Discipline Learning Outcomes:

<table>
<thead>
<tr>
<th>Associate of Applied Science in Business Technology (BTEC) Program Outcomes:</th>
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<tbody>
<tr>
<td>At the conclusion of the AAS in Business Technology program, students will:</td>
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<tr>
<td>Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role.</td>
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<tr>
<td>Demonstrate competence in the use of electronic tools: hardware and software-to research, manage, and present information.</td>
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<tr>
<td>Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics.</td>
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<tr>
<td>Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts.</td>
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<tr>
<td>Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics.</td>
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<tr>
<td>Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.</td>
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<tr>
<td>Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg.</td>
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Relationship of Course to General Education Learning Outcomes:

<p>| Composition and Rhetoric | Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements. | X |</p>
<table>
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<tr>
<th>Science &amp; Technology</th>
<th>Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.</th>
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<td>Mathematics &amp; Quantitative Skills</td>
<td>Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.</td>
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<tr>
<td>Society, Diversity, &amp; Connections</td>
<td>Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.</td>
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<tr>
<td>Human Inquiry &amp; the Past</td>
<td>Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.</td>
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<tr>
<td>The Arts &amp; Creativity</td>
<td>Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.</td>
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**Special projects or requirements of the course:**

- Hands-on Word Applications

**Additional information:**

BTEC courses require a C or better for Certificates, Associate's Degree, and BASBA Major Concentration.

**Prepared by:**

Carol C. Thomas, Professor

**Date:** October 20, 2017