

COURSE IMPLEMENTATION DATE: ☐ September 2002  
 COURSE REVISED IMPLEMENTATION DATE: ☐  
 COURSE TO BE REVIEWED: ☐ September 2006  
 (Four years after implementation date)

**OFFICIAL COURSE OUTLINE INFORMATION**

Students are advised to keep course outlines in personal files for future use.  
 Shaded headings are subject to change at the discretion of the department and the material will vary  
 - see course syllabus available from instructor

FACULTY/DEPARTMENT:	<b>Applied Business Technology</b>	
<b>ABT 133</b>	<b>ABT 103 and part of ABT 114</b>	<b>4.5</b>
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS
<b>Word Processing: Word</b>		
COURSE DESCRIPTIVE TITLE		

**CALENDAR DESCRIPTION:**

This course introduces learners to basic word processing concepts using Microsoft® Word software. Topics include activities related to creating, opening, saving and editing documents; formatting and working with tables and columns. More advanced applications include macros, outlines, merge commands, graphics and style creation. Practice and instruction is provided for integrating data from other sources.

PREREQUISITES: **None**

COREQUISITES: **None**

**SYNONYMOUS COURSE(S)**

(a) Replaces: **ABT 103, most of ABT 114,  
and part of ABT 109**  
 (Course #)

(b) Cannot take: **N/A** For further credit.  
 (Course #)

**SERVICE COURSE TO:**

(Department/Program)

(Department/Program)

TOTAL HOURS PER TERM: **135**

**STRUCTURE OF HOURS**

Lectures: **67.5** Hrs  
 Seminar: Hrs  
 Laboratory: **67.5** Hrs  
 Field Experience: Hrs  
 Student Directed Learning: Hrs  
 Other (Specify): Hrs

**TRAINING DAY-BASED INSTRUCTION**

LENGTH OF COURSE: \_\_\_\_\_

HOURS PER DAY: \_\_\_\_\_

MAXIMUM ENROLLMENT:

EXPECTED FREQUENCY OF COURSE OFFERINGS:

**24**

**Twice a year**

**WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)**

**WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)**

**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:**

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

**AUTHORIZATION SIGNATURES:**

Course Designer(s): \_\_\_\_\_ Chairperson: \_\_\_\_\_  
 (Curriculum Committee)

Department Head: \_\_\_\_\_ Dean: \_\_\_\_\_

PAC Approval in Principle Date: \_\_\_\_\_ PAC Final Approval Date: **2002 08 28**

**LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:**

- Apply basic computer knowledge by identifying parts of the computer; choosing commands from toolbar, menus, text boxes, list boxes, and shortcut keys.
- Perform various file management tasks with Windows Explorer.
- Create, save, print, close, open and edit a Word document.
- Enhance documents with character and paragraph formatting.
- Use Word's Office Assistant feature.
- Insert special symbols, create bulleted and numbered lists.
- Proof all types of business documents with the Spell Checker, Thesaurus and Grammar Checker.
- Manage page formatting and multiple page documents.
- Manipulate blocks of text between areas of different business documents.
- Format text into newspaper or side-by-side columns.
- Create document references such as headers, footers, page numbers, footnotes and endnotes.
- Create tables with borders, shading with both the menus and toolbar.
- Add and modify charts, diagrams and images in a document.
- Apply styles to text.
- Use the outline feature.
- Create, format, and preview Web pages.
- Use the merge feature to create mail merges, labels and lists.
- Sort text in paragraphs, in columns, and in merge data records.
- Use and apply advanced formatting features such as non-breaking spaces, widow/orphan, reveal formatting, keeping text together.
- Modify clip art images, use Autoshapes and text boxes, drop caps and WordArt.
- Record, run, edit and delete macros.
- Create and apply styles.
- Use shared document features to track changes, create multiple versions, create master and subdocuments, and create workgroup templates.
- Create tables of contents, indexes, figures and authorities.
- Produce a fill-in form.
- Share data among other programs both within the Microsoft Office Suite and Web pages.

**METHODS:**

Lectures and Labs

**PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Credit can be awarded for this course through PLAR

☒ Yes

☐ No

**METHODS OF OBTAINING PLAR:**

Portfolio/Exam

**TEXTBOOKS, REFERENCES, MATERIALS:**

[Textbook selection varies by instructor. An example of texts for this course might be:]

*Microsoft Word 2002 (Benchmark Series), Core Certification, Rutkosky*  
*Microsoft Word 2002 (Benchmark Series), Expert Certification, Rutkosky*

**SUPPLIES / MATERIALS:**

Two high-density 3.5 inch diskettes

Folder or plastic envelope for submission of completed exercises and disk

**STUDENT EVALUATION:**

[An example of student evaluation for this course might be:]

Assignments: 40%

Exams: 60%

**COURSE CONTENT:**

[Course content varies by instructor. An example of course content might be:]

See Objectives/Learning Outcomes