

# WELCOME TO BUS-170 WORD BASIC / 1 unit

## STUDENT COURSE OUTCOMES

In this one-unit course, you will

- Study and apply the basic features of *Word V2010* including creating, saving, opening, closing, and editing a variety of business documents;
- Apply correct business document formatting including text enhancements; find and replace; moving and copying text; bullets and numbering; themes; multi-page document formatting including tabs, sections, headers/footers/page numbering, SmartArt, styles, and tables; and, desktop publishing including; templates and styles; outline; footnotes and endnotes; and, table of contents;
- Complete and submit error-free assignments following excellent proofreading techniques;
- Demonstrate the ability to comprehend verbal and written directions;
- Complete and submit a quiz at the end of each Tutorial with a grade of C or better;
- Complete and submit the instructor-created final exam or a student-created project with a grade of C or better.

## COURSE OVERVIEW

BUS 170 is an elective in many Business Administration certificate / AA degree programs and an excellent course for learning the basics of Word 2010. Students who have registered in this course are taking it for transfer, professional development, or personal growth and not for a career goal in office support, such as an administrative assistant (that course would be OIS 136.1); it is recommended that *BUS-165 Keyboarding* be taken before this course.

BUS-170 is a self-paced, open-entry/open-exit course; it is one unit of credit, which takes approximately 32 hours of lab time to complete (additional time will be needed for studying the material). The textbook tutorials step through the features and apply the features to specific documents; your graded assignments are of enough variety to give you additional practice with the software.

The entire textbook helps to prepare you for the *Microsoft Office Specialist (MOS)* exam in Word. Palomar College is a test site for the exam at the San Marcos campus. Visit the following website for contact information: [www.palomar.edu/business](http://www.palomar.edu/business) Also, visit the following website for more details about the certification exams: <http://www.microsoft.com/learning/en/us/certification/mbc.aspx>

*What is important for you as students is that once you begin your coursework, you finish it! Self-discipline, time management, the ability to follow the detailed course syllabus and textbook instructions, and regular submittal of assignments will ensure your success in this course. So, for lab instruction to be meaningful to students, it is important that students receive continual feedback from their grading instructor. Therefore, from the date of check-in with lab personnel, students will submit their graded assignments regularly throughout the semester.*

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*We hope you will enjoy your self-paced learning experience with us; please be sure to talk with lab staff anytime you may need clarification on procedures.*

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