PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

__X___ Transfer course __X___ A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: BUS 170: Word Processing for Business-Basic

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: A keyboarding speed of 20 net words a minute.

SCOPE OF COURSE: Hands-on application with Microsoft Word. Students will create, save, close, open, edit, and print a variety of business documents utilizing the following software features: finding and replacing text; moving and copying text; spell, thesaurus, grammar, and auto text; character, paragraph, page, and document formatting; envelopes; tables; columns; borders and special characters; footnotes and endnotes; draw objects and graphics; hyperlinks; styles and templates; outlines; smart tags; and, headers/footers. The Class Schedule will designate software version covered.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. demonstrate a knowledge of word processing fundamentals;
2. interpret and apply fundamental word processing concepts and skills to the equipment used;
3. create, save, close, open, edit, and print a variety of business documents;
4. demonstrate proficiency in using basic and intermediate word processing functions;
5. proofread accurately from both the monitor and hard copy.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Overview of hardware, software, and windows
2. Word processing defined/introduction to word processing
3. Disk care/labeling/copying
4. Boot the system/shutdown

5. Basic file management/create/save/open/close/edit business documents
6. Mouse movement
7. Character/paragraph/document formatting
8. Find and replace
9. Print features
10. Move and copy
11. Tables
12. Columns
13. Borders and Special Characters
14. Draw objects/WordArt/Clip Art
15. Footnotes/Endnotes
16. Hyperlinks
17. Styles and Templates
18. Outlines
19. Headers/Footers
20. Smart Tags
21. Practical exercises with a variety of one-page business documents
22. Proofreading techniques

REQUIRED READING:

Zimmerman, S. Scott, Zimmerman, Beverly B., and Shaffer, Ann. Microsoft Word 2002 Comprehensive, New Perspectives series. Boston, MA: Course Technology/Thomson Learning, 2002. Tutorials 1-5.

SUGGESTED READING:

Current reference materials in the version of the software in which the student is working.

REQUIRED WRITING: Skills demonstration is more appropriate. Students create, save, close, open, edit, and print a variety of documents while practicing the features of the software. Students will also electronically compose a one-page business document.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes. Required reading and studying of assigned chapters in text, review of lecture material, proofreading and correcting of assigned exercises. Additional lab time may be required to solidify concepts.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:
____ lecture
____ laboratory
__X__ lecture-laboratory combination
____ directed study

Students work in an individualized, self-paced, open-entry/open-exit lab. The instructor orients the student to lab procedures, equipment, and materials. In addition, the instructor schedules lectures on a rotating basis and arranges individual time with students requesting special attention. A full-time lab assistant is also available for student questions.

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.
Yes _X__ No_____

If yes, check all that apply:

_____ Television Course (Video one-way, e.g. ITV, video cassette, etc.)
_X____ Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
_____ Two-Way Video Conferencing (Two-way interactive video and audio)
_____ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
_____ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

A suggested grading scale may be:

Assignments.....60%
Written Quizzes 20%
Production Final Exam 20%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?
Yes _X__ No ___ Number of times course may be taken for credit: __4_

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

CONTACT PERSON: Judy Dolan, x2875.

SIGNATURES ON FILE