

BT-1150: WORD FOR BUSINESS DOCUMENTS

Cuyahoga Community College

Viewing: BT-1150 : Word for Business Documents

Board of Trustees:

MARCH 2024

Academic Term:

Fall 2024

Subject Code

BT - Business Technology

Course Number:

1150

Title:

Word for Business Documents

Catalog Description:

Students will implement a wide variety of features in word processing software as applied to business documents. Outcomes include creation of meeting minutes, professional papers, resumes, reports, and use of document productivity/automation tools.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

IT-1090 Computer Applications or concurrent enrollment.

Outcomes

Course Outcome(s):

Utilize features of word processing software to create, enter, edit, format, enhance, proofread, save, and print business documents.

Objective(s):

1. Adjust the size and style of fonts, as well as the appearance of characters.
2. Insert special symbols, bullets, and numbers.
3. Proof all types of business documents with the spell checker, grammar checker, and thesaurus.
4. Generate documents with custom tab settings including left, right, center, decimal tabs.
5. Create, format and edit long reports, agendas, meeting minutes, basic business letters, resumes, and newsletters
6. Merge documents for creation of letters, envelopes, labels, and multi-mailings.
7. Create, use, and run macros for advanced, automated functions in documents.
8. Create and apply graphics to a variety of documents.
9. Utilize drawing tools including Point Eraser and Lasso.
10. Create, format, and edit columns and newspaper columns.
11. Create, format, edit, and apply outlines and styles to documents.
12. Create, format, and edit a variety of business documents and reports.
13. Create, save, print, close, open, and edit a word processing document.
14. Enhance documents with character formatting including all caps, bold, underlining, and italics.
15. Use the help feature of a word processing program.

16. Change the alignment of text in paragraphs, indent text, and change line spacing.
17. Copy, move, rename, and print multiple documents.

Course Outcome(s):

Demonstrate responsible and professional behavior.

Objective(s):

1. Demonstrate punctuality and regular class attendance.
2. Organize work efficiently, follow oral and written instruction, and proofread effectively.

Methods of Evaluation:

1. Simulated business and word processing projects
2. Objective and lab exams
3. Final capstone project

Course Content Outline:

1. Responsible work behavior
 - a. Dependability and punctuality
 - b. Organization, delegation, and responsibility
 - c. Productivity and efficiency
 - d. Accuracy
2. The importance of word processing
 - a. Word processing defined
 - b. Word processing features
3. Orientation to a word processing application
 - a. Launching the application
 - b. Cloud and local file storage
 - c. Cursor controls
 - d. Automatic word wraparound
 - e. Creating a new document and program menus
 - f. Working with Office buttons, ribbons, dialog box launchers, task panes, etc.
 - g. Printing
 - h. Storing
 - i. Major word processing functions
 - j. Code and command keys
4. Basic editing of documents
 - a. Basic text entry
 - b. Automatic error correction
 - c. Text insertion and deletion
 - d. Spelling dictionary
 - e. Thesaurus and grammar tools
5. Formatting general and business correspondence
 - a. Automatic centering
 - b. Alignment
 - c. Character formatting
 - d. Paragraph formatting
 - e. Page formatting
 - f. Formatting a variety of business documents and reports including meeting minutes, agendas, formal reports, resumes and newsletters
6. Storing, retrieving, and printing documents
 - a. Sorting and retrieving documents
 - b. Printing a document
 - c. Printing multipage documents
7. Formatting business documents

- a. Business letters
 - b. Interoffice memos
 - c. Short reports and manuscripts
 - d. Tabulated material
8. Block commands
 - a. Block move, copy, and delete
 - b. Moving text between documents
 - c. Copying formats
 9. Managing documents
 - a. Changing save options
 - b. Searching for documents
 - c. Copying and deleting documents
 - d. Implementation of long document tools including Table of Contents, Table of Authorities, Index and Hyperlinks
 10. Page Formatting
 - a. Creating headers and footers
 - b. Pagination
 - c. Printing multi-page documents
 - d. Footnotes and endnotes
 11. Merging
 - a. Creating a main document and a data source
 - b. Merging envelopes and labels
 - c. Sorting records in a data source
 - d. Selecting records from a data source
 12. Macros
 - a. Using templates
 - b. Creating and using macros
 13. Graphics applied to text
 - a. Borders
 - b. Importing graphics
 - c. Drawing in word processing
 - d. WordArt, SmartArt
 14. Columns
 - a. Newspaper/newsletter columns
 - b. Side-by-side columns
 15. Outlines
 - a. Styles
 - b. Creating Quick Styles
 - c. Applying Quick Styles

Resources

Poatsy, Mary Anne and Lynn Hogan. *Exploring Microsoft 365: Introductory 2021*. 1st. Boston: Pearson, 2023.

Ann Shaffer. *Microsoft 365 & Word 2021 Comprehensive*. 1st. Boston:Cengage, 2023.

Rutkosky and Rutkosky. *Benchmark Series: Microsoft Word 2021 Levels 1 and 2*. 1st. St. Paul: EMC/Paradigm, 2023.

Resources Other

ADDITIONAL RESOURCES:

- A. MOS (Microsoft Office Specialist) Word Core 2019 Certification
- B. MOS (Microsoft Office Specialist) Word 365 Associate

Key: 5064