BUS164
Office Technology & Proc. I
TR
9:40am-10:45a.m.
Code 10639
(3 Units)

INSTRUCTOR

Angie T. Ruiz
Office – Room 810
Telephone 355-6339
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Office Hours	
Mon./Wed.	12:00-1:00p.m.
Tues./Thurs.	8:30-9:30a.m.

DESCRIPTION

The course is designed to teach students to use Microsoft Word 2010, on the microcomputer and to develop office technology skills.

OBJECTIVES

1. Demonstrate knowledge in the input, and output used in word processing and develop trouble shooting hardware and software techniques.

2. Show knowledge of storage media used in word processing.

3. Create, edit, review, store and retrieve business documents using word processing software on the microcomputer.

4. Displaying correct formatting and editing features for business documents and show knowledge of proper grammar usage and proofreading skills.

5. Show knowledge of the find and replace function, block, and move function, and spell/thesaurus function for word processing.

6. Exhibit the skill to key 40 words per minute on a 5-minute timed writing with no more than 10 errors. Ethical behavior will be encouraged in this area.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will be able to:
- Create a report where essential MS Word 2010 functions are applied
- Design and create an online form for a company retreat while applying critical thinking skills.
- Design and create an agenda with the daily events of retreat

ATTENDANCE POLICY

The instructor will drop a student who fails to attend the first meeting of the class. Regular attendance in all classes is expected of all students enrolled. A student may be excluded from further attendance in a class during any semester when absences after the close of registration have exceeded the number of class hours, which the class meets per week. Students can be dropped if he/she is disturbing in class.

A student who is tardy three times may be considered as having been absent once.

MATERIALS REQUIRED

Textbook: *Shelly,* Microsoft Word 2010, Course Technology

121 Timed Writings with Skillbuilding Drills, Clayton, 7th Ed.

Materials Memory Stick 1GB

METHODS OF EVALUATION

10% Speed and Accuracy
20% Class Assignments
10% Projects
40% Exams
20% Final

Course Outline

Weeks		Assignments
Week 1	Ch. 1	Creating Formatting and Editing a Word Document
Week 2	Ch. 2	Creating a Research Paper with Citations
Week 3		Test Ch. 1 & 2
Week 4	Ch. 3	Creating a Business Letter with a Letterhead
Week 5	Ch. 5	Using a Template to Create a Resume
Week 6		Test Ch. 3 & 5
Week 7	Ch. 4	Creating a Document with a Title Page
Week 8	Ch. 6	Generating Letters, Mailing Labels, & Directories
Week 9		Test Ch. 4
Week 10	Ch. 7	Creating a Professional Newsletter
Week 11		Test Ch. 6
Week 12		Final Project Assignment
Week 13	Ch. 10	Creating a Template for an Online Form
Week 14		Test Ch. 7
Week 15		Final Project Assignment/Presentations
Week 16		Final Exam Ch. 10

Note: Weekly chapter online quizzes will be taken

NOTICE

The instructor reserves the right to modify, change or add to the assignments or the number of exams. Class participation and attendance will make a difference in borderline grade.

Please turn off *cell phone* while in class.

NEED FOR ASSISTANCE

If you have any condition, such as physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made. You should also meet with the DSP&S support staff and counselors.