*![C:\Users\Fergi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\P1TFESVJ\Randy-Stairs[1].png]()***SEATTLE VOCATIONAL INSTITUTE**

*A Division of Seattle Central Community College*

*2120 South Jackson St.• Seattle, WA 98144*

*(206) 934-4950 FAX (206)934-4949*

**Spring 2017**

**BCT 130 Word Processing Item Number: 4114**

**Department: Allied Health MA2**

**66 hours 4 Credits**

**Instructor: Teresa Ferguson, Business and Computer Applications**

**Office: 509**

**Email: Teresa.Ferguson@seattlecolleges.edu**

**Phone: 206.934-4920**

**Room: 509**

**Days: Tuesday through Friday**

**Time: 8:00 a.m. – 9:30 p.m.**

**COURSE DESCRIPTION:** This practical course presents concepts and commands of a word processing program enabling students to produce business memos, letters, reports, tables, forms and other business documents, properly formatted in standard business English.

**COURSE OBJECTIVES:** The student will demonstrate:

An understanding of professionalism in the workplace/classroom by:

1. participating in classroom activities and completing all assignments accurately and on time
2. being punctual and achieving 100% attendance for this course
3. demonstrating professional behavior as well as using equipment and facilities properly and safely

An ability to compose professional correspondence utilizing electronic technology (V.P.8) (Psychomotor Domain) using a word processing computer application (MS Word 2016) to:

1. create, format, edit, enter data into basic business documents
2. produce/revise tables
3. incorporate spreadsheet data into word processed documents
4. produce multi-page documents with proper formatting
5. create billing documents, credit memorandums, debit memorandums
6. enter and exit program, begin new documents, open existing documents, save documents
7. format font and paragraphs including alignment, line spacing, bold, underline, font, font

size, and italics

1. print preview, revise print setup and print documents
2. spell check and grammar check a document and use thesaurus features
3. set tabs and indent
4. insert date, toggle between typeover and insert modes, undo and redo actions

Recognize elements of fundamental writing skills (V.C.7) and discuss applications of electronic technology in professional communications. (V.C.8)

1. produce business letters and memos in proper formats
2. produce business reports and multi-page documents with headers/footers, page

numbering and page breaks

1. produce numbered and bulleted lists
2. move, copy, and paste information using shortcut keys
3. imbed objects

**REQUIRED TEXT:** *Microsoft Office Word 2016 for Medical Professionals, Duffy and Cram, 2016, Cengage Learning*

**METHODS OF INSTRUCTON**

* Lecture, Discussion
* Audio/Visual Presentations
* Computer-assisted learning assignments
* Assignments

**METHODS OF TESTING/EVALUATION:**

|  |
| --- |
| Total Points |
|  | Percentage | Points |
| Class Assignments & Quizzes | 73 | 4,155  |
| Final | 7 | 400 |
| Participation and Professionalism | 20 | 1,100 |
|  Total Points | 100 | 5,655 |

GRADING

A=100-92 Percent

B=91-82 Percent

C=81-77 Percent

D=76-72 Percent

F=71 Percent and Below

**Attendance/Punctuality:**

Students are encouraged to maintain 100 percent attendance. Daily attendance is necessary as your participation will provide the development of vital educational building blocks that build good work habits and independent concepts needed for employment.

Seattle Vocational Institute’s goal of training for the workplace is centered upon the concept that ideal workers are dependable, trustworthy, and, professional.

Today’s administrative support personnel need to demonstrate exemplary work habits. To achieve this training goal, perfect attendance is expected. Attendance is the keystone to vocational competency and to successful completion of course training outcome. . Participation is based on actual classroom attendance which will not include made-up hours. Participation points are award for classroom activity which satisfies training goals for group participation.

**ADA Statement:** If you need course adaptations or accommodation because of a disability, if you have emergency medical information to share with your instructor, or if you need special arrangements in case the building must be evacuated, please make an appointment with the instructor as soon as possible.

You may also contact the disability support services office (DSS) in Rm. 1112 at Seattle Central. Once the disability is verified with the disability support services office (DSS) you will be given a letter of accommodation that should be handed to your instructor.

#### -Grading Scale:

|  |
| --- |
| Skill Set Competency Grade Chart |
| 100% | 4.0 |  |
| A 99% | 4.0 |  |
| 98% | 4.0 |  |
| 97% | 4.0 |  |
| 96% | 3.9 |  |
| 95% | 3.8 |  |
| 94% | 3.7 |  |
| 93% | 3.6 |  |
| 92% | 3.5 |  |
| 91% | 3.4 |  |
| B 90% | 3.3 |  |
| 89% | 3.2 |  |
| 88% | 3.1 |  |
| 87% | 3.0 |  |
| 86% | 2.9 |  |
| 85% | 2.8 |  |
| 84% | 2.7 |  |
| 83% | 2.6 |  |
| 82% | 2.5 |  |
| 81% | 2.4 |  |
| C 80% | 2.3 |  |
| 79% | 2.2 |  |
| 78% | 2.1 |  |
| 77% | 2.0 |  |
| 76% | 1.9 |  |
| D 75% | 1.8 |  |
| 74% | 1.7 |  |
| 73% | 1.6 |  |
| 72% | 1.5 |  |
| 71% | 1.4 |  |
| F 70% | 1.3 |  |
| 69% | 1.2 |  |
| 68% | 1.2 |  |
| 67% | 1.1 |  |
| 66% | 1.1 |  |
| 65% | 1.0 |  |
| 64% | 1.0 |  |

|  |  |  |
| --- | --- | --- |
| **Session**  |  | **Points** |
| **Week One****4/4/2017** | **Overview of Word Syllabus****Unit A Creating Documents with Word 2010****Pages W1-13 WMP A-Staff Memo**  | **100** |
| **4/5/2017** | **WMP A-14-17 WMP A-Zimmerman Letter** **Word Program Screen Quiz p. W5** | **100****100** |
| **4/62017** | **Page W18 – Practice****Skills Review Page W19-21 Meadow Family Health Fax** | **20****100** |
| **4/7/2017** | **Independent Challenge Page W21****Independent Challenge 2 Page W22****Independent Challenge 3 Page W23****Independent Challenge 4 Page W23****Visual Workshop Page W24** | **100****100****100****100****100** |
| **Week Two****4/11/2017** | **Unit B Editing Documents****Page W26-41 WMP B-Lecture PR** | **100** |
| **4/12/2017** | **Practice Page W42-43****Shortcut Quiz 1** | **20****100** |
| **4/13/2017** | **Skills Review Page W43-45 WMP B-2016 PR Public** | **100** |
| **4/14/2017** | **Independent Challenge 1 Page W45****Independent Challenge 2, 3, and 4 Page W26-47****Visual Workshop Page 48****Shortcut Quiz 2** | **100****300****100****100** |
| **Week Three****4/18/2017** | **Unit C Formatting Text and Paragraphs****Page W49-67 WMP C-Flu Information Sheet** | **100** |
| **4/19/2017** | **Practice Page Pages W68-69****Skills Review Pages W69-70 WMP C –Scheduling Guidelines** | **20****100** |
| **4/20/2017** | **Independent Challenge 1 Page W72** | **100** |
| **4/21/2017** | **Independent Challenge 2 Page W73** | **100** |
| **Week Four****4/25/2017** | **Unit D Creating and Formatting Tables****Pages W77-93 WMP D-Clinic Ad Budget** | **100** |
| **4/26/2017** | **Practice p. W95** | **20** |
| **4/27/2017** | **Skills Review WMP D-Influenza Mortality in Selected Major Cities Pages W95-97** | **100** |
| **4/28/2017** | **Independent Challenge 1 Page W97 WMP D-2016 Expenditures, Fiscal Year 2016** | **100** |
| **Week Five****5/2/2017** | **Independent Challenge2 Page s 97-98 WMP D-My Resume** | **100** |
|  |
| **5/3/2017** | **Visual Workshop Page W100 WMP D-March 2016** | **100** |
| **5/4/2017** | **Unit E Formatting Documents PagesW101-119****WMP E-Health Traveler** | **100** |

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| --- | --- | --- |
| **5/5/2017** | **Practice Pages W120-121** | **20** |
| **Week Six****5/9/2017** | **Skills Review Page W121 - 123** | **100** |
| **5/10/2017** | **Independent Challenge 1 PageW124 WMP E-Massage Brochure** | **100** |
| **5/11/2017** | **Independent Challenge-2 Page 125 WMP E-Parking FAQ** | **100** |
| **5/12/2017** | **Independent Challenge 3 Page W126-7 WMP E-Chapter 5** | **100** |
| **Week Seven****5/16/2017** | **Open Lab** |  |
| **5/17/2017** | **Visual Workshop WMP E-Lyme Disease** | **100** |
| **5/18/2017** | **Unit F Merging Word Documents Pages W127-145** |  |
| **5/19/2017** | **WMP F-Mammogram Results Letter** | **100** |
| **Week Eight****5/23/2017** | **WMP F-Mammogram Results Labels**  | **100** |
| **5/24/2017** | **WMP F-Mammogram Results Envelopes** | **100** |
| **5/25/2017** | **Practice Page W146** | **20** |
| **5/26/2017** | **Skills Review Pages 147-149** | **100** |
| **Week Nine****5/30/2017** | **Open Lab** |  |
| **5/31/2017** | **Independent Challenges 1** **WMP F-GP Letter and Envelope** | **100** |
| **6/1/2017** | **Independent Challenge 2 Page 149-150** | **100** |
| **6/2/2017** | **Open Lab** |  |
| **Week Ten****6/6/2017** | **WMP F-Employee Data** | **100** |
| **6/7/2017** | **WMP F-Business Cards Merged** **Workshop WMP F Patient Reminder Card Merged Page W152** | **100****100** |
| **6/8/2017** | **Open Lab** |  |
| **6/9/2017** | **Open Lab** |  |
| **Week Eleven****6/13/2017** | **Review for Mail Merge Final** |  |
| **6/14/2017** | **Last day to submit Units for Grading** |  |
| **6/15/2017** | **Mail Merge Final** | **400** |
| **6/16/2017** |  |  |

Notes: As we are working in the computer labs, no food or drinks are allow in the classroom. Cell phones should be turned off prior to class. Students who are absent from class will need to contact me via email as you would in a work environment. There is no makeup for time missed. Please refer to student conduct expectations for further information.