



Articulation Agreement Course Competencies and Provisions

OFF 100 Word Processing for Personal Use

1-3 Credits

An introduction to your choice of WordPerfect or Microsoft Word for personal use.

PROVISIONS

1. Student must be enrolled in the required high school class.
2. Student must receive an A or B grade (minimum 2.9 or better) and complete all competencies.
3. All required Tech Prep forms must be sent to BBCC within 90 days of high school course completion.
4. Credit in this course may be used to fulfill degree requirements in the following Big Bend Community College Professional/Technical Programs:
 - a. Accounting Technician
 - b. Micro Computer Specialist
 - c. Computing Systems
5. Credits in this course **DO NOT** fulfill degree requirements in:
 - a. Office Information Technology or
 - b. Business Medical Services
6. All required Tech Prep forms must be sent to BBCC **within 30 days** of course completion.
7. Teachers must assign student grades and credits **within 30 days** of course completion.

COMPETENCIES

Course Objectives:

- Identify the parts of word processing equipment and differentiate between hardware and software
- Load WordPerfect or Microsoft Word (whichever is appropriate), retrieve documents, and learn to read the status line of the screen and to move the cursor around the screen
- Edit documents using the insert and delete functions, set margins, tabs, and indents
- Select and use features such as underlining, boldfacing, centering, and all caps
- Select and use print attributes such as line spacing and justification
- Operate the speller

Module 1 = 1 credit

1. Log on to the Network
2. Start Word
3. Identify parts of the Word screen
4. Enter and select text
5. Move through a Word document
6. Insert, replace, and delete text
7. Use Undo and Redo
8. Check the spelling and grammar in a document
9. Use AutoCorrect
10. Use Thesaurus
11. Use the Office Assistant
12. Preview and print a document
13. Insert the date and time in a document
14. Close a document
15. Create a document using a template
16. Create a document using a wizard
17. Exit Word

Module 2 = 1 credit

1. Apply fonts and fonts effect
2. Use Format Painter
3. Repeat a command
4. Align text in paragraphs
5. Indent text
6. Change line and paragraph spacing
7. Insert bullets and numbering
8. Insert symbols
9. Set tabs and tabs with leaders
10. Add borders and shading to text
11. Apply styles
12. Create an outline-style numbered list

Module 3 = 1 credit

1. Find and replace text
2. Cut, copy, and paste text
3. Collect and paste text
4. Insert a page break
5. Insert and modify page numbers
6. Change margins
7. Change page orientation
8. Change views
9. Use the Click and Type feature
10. Adjust character spacing
11. Animate text
12. Vertically align text
13. Create, modify, and format a table
14. Change column widths and row heights
15. Move a table
16. Apply borders and shading to a table