



Course Articulation Agreement Procedures and Provisions

OFF100 - MS Word for Personal Use

1-3 Credits

This course gives a brief introduction to Microsoft Word. It is intended for students not majoring in the office information technology program.

STUDENT PROCEDURES

1. Enroll in the required high school class.
2. Register for Tech Prep dual credit at www.bigbend.edu/techprep.
3. Register for the Tech Prep dual credit articulated course during the same academic year the high school class is completed. If a series of courses are involved in the articulation, students register for credit during the same academic year the last course in the series is completed. **Students cannot earn "retroactive credit" for courses taken in previous years.**
4. Earn a grade of 'B' (3.0) or better in all courses required under the articulation agreement.
5. Complete all required skills as identified on the competency profile.
6. If an exam or review of completed work is required under the terms of this agreement, students must receive a passing score (determined by college or industry certification) to earn college credit.

TEACHER PROCEDURES

1. Ensure all students receive a copy of the course syllabus outlining information about Tech Prep, the college course competencies, and the process required to earn college credit. See attached "College Tech Prep Notice to Students."
2. Hold students accountable for the same competency standard and course expectations as required by the college-equivalent course (*see competency list attached*).
3. If required for articulation, ensure students are prepared to take industry certification exams, complete a professional portfolio documenting their work, or take a final exam to measure their level of skill and competence in the coursework.
4. Submit final grades for all students registered to earn Tech Prep college credit **within 30 days** of high school course completion.
5. Attend scheduled meetings, workshops or in-service activities that enhance the high school/college partnership and support implementation of the Tech Prep articulated program.

ARTICULATION PROVISIONS

1. Credit in this course can be applied to degree requirements in the following program:
 - Accounting Technician
2. Credits in this course DO NOT fulfill degree requirements in the following programs:
 - Office Information Technology
 - Business Medical Services

COURSE COMPETENCIES

Course Objectives:

- Identify the parts of word processing equipment and differentiate between hardware and software
- Retrieve documents, and learn to read the status bar 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, bolding, centering, and all caps
- Select and use print attributes such as line spacing and justification
- Operate the spell check

Module 1 = 1 credit

1. Log on to the Network
2. Start Word
3. Identify parts of the Word screen
4. Complete the word processing cycle
5. Move the insertion point
6. Insert, replace, and delete text
7. Scroll and navigate in a document
8. Insert, replace, and delete text
9. Use Undo and Redo
10. Check the spelling and grammar in a document
11. Use AutoCorrect
12. Use Thesaurus
13. Use the Help feature
14. Change document views
15. Preview and print a document
16. Insert the date and time in a document
17. Insert a signature line
18. Insert Quick Parts
19. Close a document
20. Create a document using a template
21. Create and rename a folder
22. Save a document in a different format
23. 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 and special characters
9. Set tabs and tabs with leaders
10. Add borders and shading to text
11. Insert a page border
12. Apply styles
13. Change the document default formatting

Module 3 = 1 credit

1. Find and replace text
2. Reveal Formatting
3. Cut, copy, and paste text
4. Use the Clipboard task pane to copy and paste items
5. Change page margins, orientation, and size
6. Apply a theme
7. Insert a watermark, page color, and page border
8. Insert page numbering
9. Insert a header and footer
10. Use the Click and Type feature
11. Vertically align text
12. Insert, size, and move images
13. Prepare an envelope
14. Prepare labels

