WVC

BCT 120 Articulation Competencies

Word Processing I (5 Credits)

Preparation for Microsoft Office Specialist Word exam. Students will create and manage documents, format document content, present information in tables and lists, insert and format pictures, create business diagrams, and reference sources.

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Student Learning Outcomes:

CATEGORIES			
1. **Problem Solving**:	A. Critical Thinking B. Creative Thinking C. Quantitative Reasoning D. Qualitative Reasoning	3. **Social Interaction**:	A. Collaboration B. Ethical Conduct C. Professional Conduct D. Cultural Diversity
2. **Communication**:	A. Oral Expression B. Written Expression C. Artistic Expression	4. **Inquiry:**	**A.** Information Literacy B. Research C. Documentation

Course Competencies Checklist:

❑ Select and apply appropriate use of software features. (1A)

❑ Organize information in tables and lists to increase readability. (1A, 2B)

❑ Insert objects and graphics to improve document appearance. (2C)

❑ Design and format documents to communicate effectively. (1B, 2C)

Program Outcomes:
Students enrolled in the BCT program will do the following:
- Develop foundational knowledge in computer technologies.
- Develop communication and professional work skills.
- Make appropriate technology choices for business productivity.
- Apply Internet tools for research and collaboration.
- Prepare for industry certifications such as Microsoft Office Specialist and IC3 Digital Literacy.

Course Topics:
- Create and manage documents
- Format document content
- Present information in tables and lists
- Insert and format pictures
- Create business diagrams
- Reference sources