WVC

BCT 106 Articulation Competencies

Getting Started with Word Processing (1 Credit)

Use basic Word functions to enter, edit, cut, copy, paste and reorganize text. Enhance documents with graphics and tables. Use Word tools including spell checker, grammar checker, page layout and references.

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

Course Competencies Checklist:

❑ Open and save existing documents. (4A)

❑ Create new documents. (2B)

❑ Enter and edit text. (2B)

❑ Apply appropriate formatting. (1A, 2C)

❑ Preview and print all or a portion of a document. (1A)

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:

- Enter and edit text in a new document.
- Cut, copy, and paste text.
- Format text.
- Insert clip art and pictures.
- Insert a table.
- Use a template.