

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.

School Name: _____

School Articulated Course: _____

School Instructor: _____

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

Course Competencies Checklist:

- Select and apply appropriate use of software features.
- Organize information in tables and lists to increase readability.
- Insert objects and graphics to improve document appearance.
- Design and format documents to communicate effectively.

Course Topics:

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