



OFC 162: Microsoft Word

This course focuses on using Microsoft Word 2019 using the Office 365 application to create business documents and develop core-level competencies using Microsoft Office Specialist guidelines. Students apply developing skills to create business documents, reports, tables, and employment documents. The course includes intensive speed development drills to increase speed and accuracy. Students will also focus on document mastery and advanced word processing functions using Microsoft Word 2019 using the Office 365 application. Students advance to the expert level of word processing and apply functions to business correspondence, memos, tables, complex reports, office forms, office publications, online resumes, and merged documents. The course also includes graphic and design enhancement functions, which give students the skills they need to produce professional and appealing documents and business communications. Three lecture hours per week. Instructional Support Fee applies. 3 credits

Course Student Learning Outcomes

1. Demonstrate MOS (Microsoft Office Specialist) core-level competencies. 2. Create business documents, reports, tables, and employment documents. 3. Demonstrate proofreading accuracy, including proofreader's marks. 4. Apply personalized learning and study skills. 5. Apply advanced word processing functions to create letters including the use of mail merge; memos, and newsletters with graphics. 6. Review documents and proofread content. 7. Utilize skills in workgroup collaboration tools.

Credits: 3

Program: Office Administration