



OFC 130: Microsoft Office Word Specialist

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to create, edit, and format documents; apply styles and design; use spell checker and thesaurus; create headers, footers, and fields; manage documents; work with basic tables and formulas; use graphics and pictures; create footnotes and endnotes; and create mail merges. Three hours of lecture per week. Instructional Support Fee applies.

Course Student Learning Outcomes

- 1. Demonstrate the skills required for the Microsoft Office Certified Application Specialist Exam.
- 2. Apply critical thinking skills, decision making skills, and creativity skills to reinforce collaborative learning.
- 3. Create, edit, and format Word documents.
- 4. Apply styles and design.
- 5. Create headers, footers, and fields.

Credits: 3

Program: Office Administration

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