



OFC 214: Advanced Microsoft Word

This course focuses 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. A minimum speed of 40 wpm is required. Prerequisite: OFC 113 with a grade of C or better or permission of the department chair. Three lecture hours per week. Instructional Support Fee applies.

Course Student Learning Outcomes

1. Demonstrate MOS (Microsoft Office Specialist) advanced-level competencies. 2. Apply advanced word processing functions to create letters, including the use of mail merge; memos, including the use of templates; complex reports; tables; and newsletters with graphics. 3. Demonstrate proofreading skills to review documents for accuracy in both form and content. 4. Use workgroup collaboration tools. 5. Demonstrate a keyboarding speed to a minimum of 40 words per minute with no more than 5 errors for a 5-minute timing using the touch method. 6. Utilize oral and written instructions to complete coursework.

Credits: 3

Program: Office Administration