

**SOUTHEAST COMMUNITY COLLEGE**  
**BUSINESS DIVISION**  
**Business Program**  
**Revision Date: 08-19-25**

**I. CATALOG DESCRIPTION**

Course Number: BSAD1022  
Course Title: MOS Word Prep  
Prerequisite(s): Microsoft Applications I (BSAD 1010) and Microsoft Applications II (BSAD 1020) recommended

Catalog Description: This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for Word. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

Credit Hours: 0.5  
Class Hours: 8  
Lab Hours: 0  
Total Contact Hours: 8

**II. COURSE OBJECTIVES:** *Course will teach students to*

- A. Students will learn to use Microsoft Office Word by working with course materials including textbooks, online courseware, and video resources that lead to project-based knowledge of Microsoft Office Word.
- B. Students will prepare for certification through interactive exam prep tools and practice exams so they can get an assessment of their skills and knowledge.
- C. Students can certify and validate skills by taking performance-based certification exams.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Students will be able to*
  - 1. Create and manage documents
  - 2. Navigate through documents
  - 3. Apply formatting to text and paragraphs
  - 4. Work with document layout in sections
  - 5. Create tables and lists
  - 6. Apply references in a document with endnotes, footnotes, and citations
  - 7. Insert and format various objects such as SmartArt, images, and shapes
  - 8. Insert content into a Word document
  - 9. Find and replace text within a document
  - 10. Modify the document layout
  - 11. Create Tables
  - 12. Format and Modify Tables
  - 13. Create and Modify Lists
  - 14. Create Endnotes, Footnotes, and Citations
  - 15. Create Captions
  - 16. Insert and Format Document Building Blocks
  - 17. Insert and Format Shapes and SmartArt
  - 18. Insert and Format Images
- B. General Education Learning Outcomes (GELOs)
  - 1. GELO 6: Career and Life Skills
    - Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

#### **IV. CONTENT/TOPICAL OUTLINE**

- A. Create and manage documents
- B. Format text, paragraphs, and sections
- C. Create tables and lists
- D. Apply references
- E. Insert and format objects

#### **V. INSTRUCTIONAL MATERIALS**

- A. Required Text(s): An e-book and other resources will be provided.
- B. Other Resources/Materials:
  - 1. Online, Beatrice Campus, Lincoln Campus, and Milford Campus: USB storage device.
  - 2. Online Course: One computer with Internet connection, MS Office 2021 (Or most current version) Professional or Office 365 Premium, and Windows (current version).
  - 3. Notebook to organize papers.

#### **VI. METHODS OF PRESENTATION/INSTRUCTION**

- A. Explanation and/or demonstration as needed of using the software features.
- B. Internet-based training component to preview, learn, and review Microsoft Office application skills.
- C. Classroom laboratory with instructor support for students to individually complete the required exercises listed on the course schedule.

#### **VII. METHODS OF EVALUATION**

- A. Performance Exams
- B. Objective Exams
- C. Exam Policy: No makeups are given unless the student contacts the instructor to schedule to take a missed exam before the next class session; you must contact your instructor using the method he/she requested. If this is not done, a grade of zero is recorded—no exceptions!
- D. Computer Exercises/Projects: These assignments are listed on the course schedule. In order to be graded, all of these required computer exercises must be completed accurately, organized as requested, and then submitted according to the deadlines given on the schedule. Inaccurate, unorganized, and/or late work is not accepted!
- E. Attendance Policy/Participation: Absences must be recorded each session. Attendance in each class session is recommended to ensure that the student attains the required skills.
- F. SCC STANDARD GRADING SCALE POLICY:

|    |        |    |          |
|----|--------|----|----------|
| A+ | 95-100 | C+ | 75-79    |
| A  | 90-94  | C  | 70-74    |
| B+ | 85-89  | D+ | 65-69    |
| B  | 80-84  | D  | 60-64    |
|    |        | F  | Below 60 |

#### **VIII. SPECIFIC COURSE REQUIREMENTS**

- A. Course Prerequisite: This is a higher level Microsoft class. Previous computer knowledge in these applications is recommended.
- B. Grade Requirement: A grade of C (70 percent) or higher is required if this course is a prerequisite for any other course(s) required to meet the graduation requirements of the student's program. If this course is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or higher is acceptable.
- C. Additional Labs: Lab time outside of class may be required to complete assigned exercises. Computer lab schedules are available on each campus. Smoking, food, drinks, or children are not allowed in the computer labs. If the computer lab times do not fit the student's schedule, the student needs to check with his/her instructor for other arrangements.