

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 01-22-24

I. CATALOG DESCRIPTION

Course Number: OFFT1715
Course Title: Word Applications
Co-Requisite: None

Catalog Description: Create, format, and edit basic and advanced business/office documents such as tables, letters, memos, reports, and merge using Microsoft Word. Emphasis on usable/mailable copy.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

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

- A. Introduce students to basic and advanced features of Microsoft Word software.
- B. Familiarize students with components and format of business office documents
 - 1. Tables
 - 2. Letters and envelopes
 - 3. Memos
 - 4. Complex reports.
- C. Provide training and practice in the production of mailable office documents.
- D. Provide instruction on keying a variety of meeting, travel, and news documents using options for reviewing and tracking changes to documents.
- E. Provide training in mass mailings.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Create and edit business office documents using Microsoft Word software.
 - 2. Format business office documents such as tables, letters, envelopes, memorandums, and complex reports.
 - 3. Create meeting, travel and news documents.
 - 4. Merge form letters, envelopes, and labels and also edit the date source and sort and filter records.
 - 5. Produce mailable business office document.
 - 6. Produce office documents using the reviewing/tracking changes options.
- 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 (*course outline may provide more detailed information*)

- A. Introductions
 - 1. Instructor
 - 2. Students
 - 3. Course
- B. Word Review
- C. Memos and Letters
- D. Tables
- E. Reports
- F. Mail Merge
- G. Meeting, Travel, and News Documents

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s): Vermaat, Misty. *Microsoft Office 365 & Word 2021, Comprehensive. Cengage Learning, Current Edition.*

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

VII. METHODS OF EVALUATION

- A. Evaluation methods will be specified by individual instructor

B. 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. A minimum grade of C (70 percent) or higher is required; this is a prerequisite course other courses.