Course Syllabus

Department: Business

Date: 9/12

I. Course Prefix and Number: OFT 210

   Course Name: Word Processing I

   Credit Hours and Contact Hours: 3 credit hours, 4 contact hours

   Catalog Description including pre- and co-requisites: supporting data required for grade prerequisite of ‘C’ or higher.

   This course provides comprehensive, hands-on instruction in Microsoft Word. Students learn the theories and practical applications of document creation for business or home use. Students will learn to create, edit, print, format, and store office documents. This course also introduces additional word processing functions including mail merge, sorting, document management, charts, and macros. Note: Students are required to have basic keyboarding knowledge and the ability to format basic documents, if not students should take OFT 140 or OFT 141.

   Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

   This course is required for students matriculated in the A.A.S. Administrative Assistant degree and the Office Technologies certificate programs.

II. Course Student Learning Outcomes: State the student learning outcome(s) for the course (e.g. Student will be able to identify…)

   The student will be able to:

   1. Apply the applications of Microsoft Word identified in the General Outline of Topics Covered to create and format business documents.
   2. Apply critical thinking skills to best create and prepare business documents.

   College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)

   X writing
   □ oral communications
   □ reading
   □ mathematics
   X critical thinking
   □ computer literacy
   □ ethics/values
   □ citizenship
   □ global concerns
   □ information resources
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
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</thead>
<tbody>
<tr>
<td>eg: writing</td>
<td>eg: student will complete a research paper</td>
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<tr>
<td>Reading, critical thinking, and computer literacy</td>
<td>Interpretation and implementation of material in the assignments, hands-on projects, and exams assess reading, critical thinking, and computer literacy.</td>
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IV. Instructional Materials and Methods

Types of Course Materials:

Textbook

Methods of Instruction (e.g. Lecture, Lab, Seminar …):

- Lecture
- Individualized Instruction
- Demonstration
- Assignments
- Projects
- Discussions

V. General Outline of Topics Covered:

The following represents the various topics to be covered in the course:

1. Creating, Print, and Editing Documents
2. Formatting Characters and Using Help
3. Formatting Paragraphs
4. Formatting Documents and Sections
5. Using Writing Tools—Spell Check and Thesaurus
6. Folder and File Maintenance
7. Manipulating Tabs
8. Manipulating Text within and between Documents
9. Formatting Multiple-Page Documents
10. Formatting with Styles and Outlining
11. Formatting with Special Features
12. Creating and Formatting Tables
13. Creating Charts and Diagrams in Word
14. Sharing Documents
15. Creating Footnotes and Endnotes
16. Mail merge
17. Sorting and Selecting text within documents
18. Applying Special Features
19. Creating and Modifying Styles
20. Formatting with Macros
21. Managing Documents—Master and Subdocuments
22. Creating Specialized Tables and Indexes
23. Preparing Forms
24. Working with Shared Documents