Montgomery County Community College
OFM 110
Microsoft Word Applications
3-3-0

COURSE DESCRIPTION:
This course provides a comprehensive overview of Microsoft Word software features commonly used in business environments. In this hands-on course, students will learn to create and customize documents using editing functions, formatting features, graphics and images, tables, charts, references, mail merge, and forms. This course will also prepare students to manage shared and collaborative documents with the use of the comments, track changes, protection, and sharing features.

REQUISITES:
Previous Course Requirements
None

Concurrent Course Requirements
None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Apply word processing technology to complete academic, business, or personal tasks.	Lecture/Demonstration Hands-On Applications Lab Projects	Lab Projects Examinations Quizzes
2. Enhance documents with graphic elements such as columns, borders, watermarks, images, hyperlinks, page/section breaks, headers and footers, references, AutoShapes, WordArt, text boxes and Smart Art.	Lecture/Demonstration Hands-On Applications Lab Projects	Lab Projects Examinations Quizzes
3. Automate document formatting with the use of tabs, styles, and bulleted/numbered lists.	Lecture/Demonstration Hands-On Applications Lab Projects	Lab Projects Examinations Quizzes

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
4. Prepare mail merged documents.	Lecture/Demonstration Hands-On Applications Lab Projects	Lab Projects Examinations Quizzes
5. Utilize tables and charts to organize, sort, calculate, and graphically present information.	Lecture/Demonstration Hands-On Applications Lab Projects	Lab Projects Examinations Quizzes
6. Design templates, master documents, reference pages, and forms.	Lecture/Demonstration Hands-On Applications Lab Projects	Lab Projects Examinations Quizzes
7. Collaborate on and share documents via the use of tracking, inserting comments, comparing and merging, and protecting documents.	Lecture/Demonstration Hands-On Applications Lab Projects	Lab Projects Examinations Quizzes

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:

1. Editing and Formatting Documents:
    a. Preparing a Word document
    b. Formatting characters and paragraphs
    c. Customizing paragraphs
    d. Formatting pages
2. Enhancing and Customizing Documents:
    a. Applying formatting and inserting objects
    b. Maintaining documents and printing envelopes and labels
    c. Creating tables and SmartArt
    d. Merging Documents
3. Advanced Document Formatting:
    a. Customizing paragraphs and pages
    b. Proofing documents and creating charts

   c. Automating and customizing formatting
   d. Customizing themes, creating macros, and navigating in a document
4. Inserting special features and references
5. Creating specialized tables and indexes
6. Working with shared documents
7. Protecting and preparing documents

LEARNING MATERIALS:

Rutkosky, Nita (2019). *Microsoft Word 365 - Level 1 and 2 Edition, Benchmark Series*. Paradigm Publishing Inc. ISBN # 9780763887377.

Other learning materials, including Open Educational Resources (OER) may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by:	Ann Forrestal and Theresa Sullivan	Date: 1/2014
Revised by:	Theresa Sullivan	Date: 8/2016
VPAA/Provost or designee Compliance Verification:		
	Victoria L. Bastecki-Perez, Ed.D.	Date: 8/8/2016
Revised by:	Theresa Sullivan	Date: 3/5/2020
Provost or designee Compliance Verification:		
	Victoria L. Bastecki-Perez, Ed.D.	Date: 3/6/2020
Reviewed by:	Theresa Sullivan	Date: 3/16/2026
VPAA or designee Compliance Verification:		Date: 3/20/2026

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.