

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

<b><u>COURSE NUMBER:</u></b>	OTEC 155
<b><u>COURSE TITLE:</u></b>	WORD PROCESSING (MICROSOFT WORD)
<b><u>SEMESTER CREDIT HOUR:</u></b>	3
<b><u>DEPARTMENT:</u></b>	Business Administrative Technology
<b><u>DIVISION:</u></b>	Career Technical Education
<b><u>PREREQUISITE:</u></b>	None.
<b><u>REVISION DATE:</u></b>	11/2016

Students will need to have access to Word 2016 or Office 365. Students will use the RedZone and the student email accounts.

### **COURSE DESCRIPTION:**

Word Processing Concepts & Applications is a comprehensive hands-on course that provides users with the fundamentals (both conceptual and applied) they need to use word processing software. Students learn basic, intermediate, and advanced features of Microsoft Word. They will use and develop the tools needed to apply this technology to business applications.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

#### 1. Use word processing software to create professional quality documents

- Use basic functions to create and edit letters and envelopes.
- Apply styles and themes to business reports.
- Use built-in reference tools to aid in the preparation of reports.
- Create tables and multi-page reports.

#### 2. Use desktop publishing features.

- Enhance page layout and design of newsletters and flyers.
- Utilize features such as shapes, text boxes, SmartArt, and WordArt.

- Work with pictures in a document: crop, resize, rotate, recolor, apply styles, and use artistic effects.
- Arrange objects using the position, align, and grouping features.
- Work with templates, customize themes, and customize styles.

### 3. Use advanced word processing features to create and edit documents.

- Use mail merge feature to create directories, mailing labels, envelopes, and form letters.
- Use collaboration tools to track changes, add comments, compare, and combine documents.
- Customize Word by creating Quick Parts and building blocks.
- Automate tasks by creating and running simple macros.
- Create an online form using tables, borders, and content controls.
- Manage long documents by working in outline view, creating an index, creating a table of contents, and creating a table of figures.
- Determine when a document should be encrypted, protected, checked for compatibility, and checked for accessibility.