



Wayne County Community College District

COURSE SYLLABUS

OIS 251 Microsoft Word Specialist

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:

This course is designed for those students interested in using a full-featured word processing computer program to create a professional looking documents and modifying them easily. Also this course is designed to assist the students preparing to take the Microsoft Office Specialist (MOS) certification for expert level.

PREREQUISITES: *BUS 225*

EXPECTED COMPETENCIES:

Upon successful completion of this course, the student will be able to:

1. To offer a comprehensive presentation of Microsoft Office Word 2007
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create documents suitable for coursework, professional purposes, and personal use
4. To help students discover the underlying functionality of Word so they can become more productive
5. To develop an exercise-oriented approach that allows learning by doing

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9% = B
70%-79.9% = C
60%-69.9% = D
<60% = E