

I. COURSE INFORMATION

- A. Computer Science 175 Microsoft Word
- B. 3 credit hours
- C. Vermaat, Misty and Jennifer Duffy. *Microsoft Word Office 365 & Word 2021: Comprehensive*. 1st ed. Cengage
- D. Prerequisites: None

II. COURSE DESCRIPTION

This course provides students with the skills to create and format professional word processing documents to use in academic, business, or other environments.

III. LEARNING OUTCOMES

- A. Create and edit a Word Document
- B. Create a business letter
- C. Create a document with a title page, table, chart, and watermark
- D. Create a documents using templates, themes, and styles
- E. Generate form letters, mailing labels, and directories
- F. Create a professional newsletter
- G. Use document collaboration and integration tools
- H. Create a reference document
- I. Create a template for an online form
- J. Enhance an online form and use macros

IV. MAJOR CONTENT AREAS

- A. Word processing documents
- B. Professional letters
- C. Reference documents
- D. Online forms

I. ASSIGNMENTS (may include but are not limited to)

- A. Quizzes and exams
- B. Discussions
- C. Software application projects

II. EVALUATION METHODS (may include but are not limited to)

- A. Discussion participation
- B. Exams
- C. Software application assignments