I. COURSE INFORMATION
   A. Computer Science 175  Microsoft Word
   B. 3 credit hours
   D. Prerequisites: None

II. COURSE DESCRIPTION
    This course is the study and practical application of Microsoft Word software as it applies to home or office word processing purposes.

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. Use a template to create a résumé
    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. Written assignments
   B. Reading assignments
   C. Examinations
   D. Word processing exercises
   E. Discussions

II. EVALUATION METHODS (may include but are not limited to)
    A. Exams
    B. Assignments
    C. Attendance and participation