##### TOPICS COURSE OFFERING

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| Course ID: | OT 260C |  | Course Title: | Word 2007 |  | Units: | .5 |

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| Lecture / Lab Hours: |  | | |
| Total Course Hours | Lec hrs: | 9 |
|  | Lab hrs: |  |
| \*Lab will generate \_\_\_\_\_\_ hour(s) per week outside work. | | |

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| Grading Basis: | | |  | | For Office Use Only | |
|  | Grading scale only | |  | | CATID: | Org Code: 231515 |
|  | CR/NC option | | X | | Tops Code: 0514.00 | SAM Priority: C |
|  | CR/NC only | |  | | VEA Code: Y | Course LHE: 1.0 |
|  | | |  | | Effective Date: Fall 2007 |  |
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Description:

This course is designed for the anyone who wishes to develop an understanding of the basic operations of Microsoft Word 2007, and how to apply that understanding to real-world projects. Topics will include discovering the difference between Word 2003 and Word 2007, and may also include creating, editing, formatting, saving, and printing documents. The class will meet with instructor two (2) hours per week for a total of (9) weeks to receive lecture material regarding upgrading their Word skills to Word 2007. Students then will work on projects as assigned outside of the two hours on their own.