##### TOPICS COURSE OFFERING

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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 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: Spring 2010 |  |
|  |  |  |  |

Description:

This course is designed for anyone who wishes to develop an understanding of the basic operations of Microsoft Word, and how to apply that understanding to real-world topics. Topics may include discovering the difference between earlier versions of Word and the current version, and may also include creating and formatting documents, creating tables, using the merge feature, and creating flyers and announcements.