

CAT-80 — WORD PROCESSING: MICROSOFT WORD FOR WINDOWS

About This Course

Transfer: CSU

C-ID: (C-ID:BSOT 111 X; BOST 121 X; BOST 131 X)

3.00 units

Prerequisite: None., Advisory: CAT-51.

Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CIS-80) (Letter grade only)