

CAS 123: Professional Document Formatting

Covers formatting, proofreading, and editing to produce business documents such as professional reports, meeting & events materials, and business letters utilizing a variety of software technologies. Focuses on improving and increasing speed and accuracy of keyboarding skills for document production.

Course Student Learning Outcomes

Upon completion of the course students will be able to:

- Use appropriate software to quickly and accurately produce business documents following professional industry standards.
- Use critical thinking skills to analyze information for production of business documents, and determine and integrate software technologies for the formatting structure best suited to convey information in a professional manner.

Credits: 3

Prerequisites: [CAS 216](#) Instructor permission also accepted.

Program: [Computer Applications Systems](#)