

CAS 216: Beginning Word

Introduces the basics of Microsoft Word to create, edit, and print documents such as letters, memos, and manuscripts; produce multi-page documents; use headers and footers; become familiar with the program's writing tools and basics of enhancing documents; and produce merged copy.

This course is presented in a hands-on lecture/lab format. Other methods such as instructional work sheets, videotapes, demonstrations, or one-on-one instruction may be used. Out-of-class preparation will be required.

Course Student Learning Outcomes

Upon successful completion of this course, student will be able to:

- Use Microsoft Word to create personal and/or business documents following current professional and/or industry standards.
- Use critical thinking skills to independently design and create word processed documents.
- Communicate in a business setting using word processing vocabulary
- Be prepared for intermediate level Word course.

Credits: 3

Program: [Computer Applications Systems](#)