Course Objectives/Course Outline
Spokane Community College

Course Title:	**Word Processing**
Prefix and Course Number:	**BT 165**

Course Learning Outcomes:
By the end of this course, a student should be able to:

- Use the features of MS Word, including themes, styles, tables, and charts, to correctly format documents
- Perform MS Word mail merge function to produce letters, labels, and envelopes using a datafile or directory
- Design professional reports using tables of contents, citations, bibliographies, and indexes.
- Design professional newsletters, brochures, and forms using sections, WordArt, SmartArt, Building Blocks, and Form Controls
- Collaboratively edit documents using comments and tracking features of MS Word
- Demonstrate problem-solving skills by using MS Help and reference manuals to resolve formatting and software questions

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