

# Course Outline

## Course Description and Prerequisites

### Student Supply list:

The student needs the following items for the class.

1. USB Stick, 64mb or bigger
2. Notebook with pen or pencil

### Syllabus

Date	Lecture	Text to Read	Symbol	Test
May 6	Introduce MOS(Microsoft Office Specialist) certification	<u>Instructor Hand Out</u> <u>Hyper link to <a href="http://www.alaska.com">www.alaska.com</a></u>	®	™
May 7	Identify and modify the word Processor screen elements including	<ul style="list-style-type: none"> <li>✓ Alaska</li> <li>✓ Texas</li> <li>✓ California</li> </ul>	©	Split
May 8	Insert and Modify Text	Merge		

