

# VUSC 0104: Computers and Computer Safety

This course will be broken into three main units: Word Processing, Spreadsheets, & Presentations

- Word/Word Processing – explore basic and advanced formatting, guidelines for creating effective print materials, and more advanced features of Word
- Excel/Spreadsheets – creating an effective spreadsheet, calculations, & formatting; including a spreadsheet in a word document, automatic formatting.
- Powerpoint – principles of creating clear and concise presentations. Explore the powerful features of PowerPoint and how to use them for guided formatting to enhance your message.

**Discipline:** [VUnited Scholars](#)

**Clock Hours per Week:** 1

**Military Price:** \$24,543.75