

OAD 125: Word Processing

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

OAD 101 or permission of the instructor

Program: Office Administration