

OAD 126: Advanced Word Processing

This course is designed to increase student proficiency in using the advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

OAD 125

Program: Office Administration