

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. This is a core course.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Program: Office Administration

Semester Offered:

Spring

Summer

Fall