

# 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

**Transfer Code:** Code C

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

OAD 125 or permission of instructor

**Program:** Office Administration

**Semester Offered:**

Summer