OAD 126: Advanced Word Processing

This course is designed to increase student proficiency in using 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: Transfer Code
                    Code C
Lab Hours: 0
Lecture Hours: 3
 0
Prerequisites:
OAD 125