

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 memos, letters, and reports. Students must complete this course with at least a "C" average to continue to OAD126.

Credits: 3

Prerequisites:

OAD 101 or permission of instructor.

Program: [Office Administration](#)