

## OAD 126: Advanced Word Processing

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. 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. Students must complete this course with at least a "C" average.

**Credits:** 3

**Prerequisites:**

OAD 125 or permission of instructor.

**Program:** [Office Administration](#)