

OSTM126 : Office Automation

Emphasizes advanced word processing, spread-sheets and database applications utilized in today's electronic office. PowerPoint, graphing, calendars and integration of all functions covered in CISM125-Introduction to Computers will be expanded upon. Students will be given business situations and will creatively use their computer knowledge and skills.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

CISM125: Introduction to Computers

Semester Offered

Spring