## OSTM141: Word Processing I

Study of word processing concepts, terminology and procedures. Completion of projects and practical applications. Includes basic document editing and formatting functions, searching, replacing, copying, moving text between documents and merging documents.

Credits 3 Lecture Hours 3 Lab/Clinical/Field Study Hours O Prerequisites

OSTM110. May be taken concurrently or waived with permission of instructor.

1 2023-24 Catalog