

Office Systems Technology

Office Systems Technology Courses

OSTM101 : Keyboarding

Development of basic keyboarding skills by the touch method for the input of data. Taught on personal computers. OSTM101 is not recommended for OSTM majors and credit will not be given for both OSTM101 and OSTM110.

Credits 1

Lecture Hours 1

Lab/Clinical/Field Study Hours 0

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 0

Prerequisites

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