

OAD 232 : THE COMPUTERIZED OFFICE

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

Credits 3

Lecture Hours 3

Lab Hours 0

Prerequisites

OAD 133