
2024-25 ACADEMIC COURSES

BOS 157 : WORD PROCESS & DOC FORMAT I

In this course, students learn various word processing and document formatting techniques using Microsoft Word. Skills include formatting documents, creating tables, and inserting and formatting graphics. The application to Word processing concepts and functions to current business environments are stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm. Upon completion of this course, students may be eligible to take the Microsoft Office Word Certification Exam through Certiport, the premiere certification organization endorsed by Microsoft. Level I Prerequisite: Academic Reading and Writing Levels of 6

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| Description | Hours |
|--------------------|--------------|
| Credits | 3 |
| Lecture Hours | 45 |
| Clinical Hours | 0 |
| Lab Hours | 0 |
| Other Hours | 0 |
| Total Hours | 45 |

Accurate as of 04/25/2025 Information is subject to change without notice.