

2021-22 ACADEMIC COURSES

BOS 257 : WORD PROCESS & DOC FORMAT II

This is the second of two courses in word processing and document formatting. Students are introduced to advanced word processing formatting and functions such as macros, styles, templates, graphics, Web pages, versions, forms, WordArt, Draw, outlines, indexes, and mail merges. The formatting of memos, letters, reports and specialized documents according to current business standards is emphasized throughout the course. Students should be familiar with Windows.

Level I Prereq: Academic Reading and Writing Levels of 6; BOS 157

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

Accurate as of 02/26/2021 Information is subject to change without notice.

Class offerings by semester

Swipe left to see full chart