Distance Learning Course: OST 284.71 Word Processing

Course format: Internet

Textbook:

Instructor Information:

Name: LaToya Smith

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Office hours (if any) and location: K216

Course Prerequisites/Corequisites: None

Are campus visits required? Yes

Testing is completed: Online

Is there any additional software required for this course? Yes

If yes, what is the software? Microsoft Word

Do course assignments require use of supplements bundled with the textbook?

Additional comments/preferences/suggestions: Knowledge of computers, Internet, and Microsoft Office helpful. Need to have Internet access for assignments.