BUSN 121 : Introduction to Word Processing

The course covers proper keyboarding techniques; word processing concepts (Microsoft® Word); and document formatting of letters, memos, tables, reports, and email. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized.

Credits 3

Lecture Hours 3

Recommended Preparation

Credit for ENG 23 or higher.

Course Outcomes

- Input information (alphabetic, numeric, and symbolic) using proper techniques with accuracy
- Use the computer's operating system to manage documents and folders
- Produce basic mailable business documents in a timely manner using word processing software