



South Central College

# OTEC 1860 Microsoft Word

## Course Outcome Summary

### Course Information

Description

Total Credits

Total Hours

### Types of Instruction

Instruction Type

Credits/Hours

### Pre/Corequisites

### Institutional Core Competencies

### Course Competencies

1. Create file management system.

Learning Objectives

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**11. Create templates to use as online forms**

Learning Objectives