

# OT 133 : Keyboarding/Document Processing

**ACTS Equivalent Course Number** BUSI 1103

**Lecture Hours** 3

**Credits** 3

Emphasis will be placed on speedbuilding, along with practice on the numeric keypad. This course will also include an introduction to formatting letters, reports, and tables using Microsoft Word.

**Prerequisites**

[OT 1033](#) or departmental approval