

## Word Processing: Microsoft Word for Windows - BU214

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**Section:** BU214 816251S Online

**Credit Hours:** 3.00

**Course Description:** Word processing on the microcomputer using Microsoft Word software.

**Section Notes:** A PC computer is needed for this class. A Mac computer will not work.

**WHEN** Start Date: 08/25/2025 End Date: 12/11/2025

**Days:**

Arranged

Arranged

### **INSTRUCTOR**

PATTY KOLARIK

### **BOOKS**

Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE

Author: RUTKOSKY

Required: Yes