

## Word Processing I - IS108

---

**Section:** IS108 816193S Online

**Section Type:** Lecture

**Credit Hours:** 1.00

**Course Description:** Word processing skills including basic formatting features, editing methods, managing and maintaining documents and basic enhancement of documents.

**Course Notes:** Repeatable once for graduation credit if using a different software package. Use a computer independently (general computer understanding of concepts, terminology, and operations) required.

**Section Notes:** Repeatable once for graduation credit if using a different software package. Use a computer independently (general computer understanding of concepts, terminology, and operations) required.

### **WHEN**

Days: Arranged

Times: Arranged

Start Date: 06/01/2020

End Date: 07/23/2020

### **WHERE**

Online

### **INSTRUCTOR**

AMBER BRAWNER

### **BOOKS**

Title: BENCHMARK SERIES: MICROSOFT WORD 365

Author: RUTKOSKY

Required: Yes