

## Word Processing I - IS108

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**Section:** IS108 816232S 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:** This course covers the Microsoft Word software (available for free student download).

### **WHEN**

Days: Arranged

Times: Arranged

Start Date: 01/16/2024

End Date: 05/02/2024

### **WHERE**

Online

### **INSTRUCTOR**

AMBER BRAWNER

### **BOOKS**

Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE

Author: RUTKOSKY

Required: Yes