Word Processing I - IS108

Section: IS108 836251S 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.
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WHEN Start Date: 10/06/2025 End Date: 12/11/2025
Days:
Arranged
Arranged

INSTRUCTOR
GENERAL STAFF
BOOKS
Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE
Author: RUTKOSKY
Required: Yes