Word Processing I - IS108

Section: IS108 836252S Online
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: 03/02/2026 End Date: 05/07/2026
Days:
Arranged
Arranged

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