

Word Processing I - IS108

Section: IS108 846232S 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: 04/01/2024

End Date: 05/02/2024

WHERE

Online

INSTRUCTOR

AMBER BRAWNER

BOOKS

Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE

Author: RUTKOSKY

Required: Yes