

## Word Processing I - IS108

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**Section:** IS108 856192S 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:** Please check your device technical specification for downloading the Microsoft Office 2019 suite. <https://products.office.com/en-us/office-system-requirements?rtc=1#coreui-contentrichblock-1zj29rj>

### **WHEN**

Days: Arranged

Times: Arranged

Start Date: 05/04/2020

End Date: 05/29/2020

### **WHERE**

Online

### **INSTRUCTOR**

AMBER BRAUNER

### **BOOKS**

Title: BENCHMARK SERIES: MICROSOFT WORD 365

Author: RUTKOSKY

Required: Yes