Word Processing I - IS108

Section: IS108 856201S 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
Days: Arranged
Times: Arranged
Start Date: 12/07/2020
End Date: 12/28/2020
WHERE
Online
INSTRUCTOR
AMBER BRAWNER
BOOKS
Title: BENCHMARK SERIES: MICROSOFT WORD 365
Author: RUTKOSKY
Required: Yes