

Word Processing I - IS108

Section: IS108 856211S 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: 12/06/2021

End Date: 12/31/2021

WHERE

Online

INSTRUCTOR

AMBER BRAUNER

BOOKS

Title: BENCHMARK SERIES: MICROSOFT WORD 365

Author: RUTKOSKY

Required: Yes