Word Processing I - IS108

Section: IS108 856232S 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: 04/29/2024
End Date: 05/24/2024
WHERE
Online
INSTRUCTOR
AMBER BRAWNER
BOOKS
Title: BENCHMARK SERIES MICROSOFT WORD 365 LEVE
Author: RUTKOSKY
Required: Yes