

Word Processing I - IS108

Section: IS108 856251S Online

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 Start Date: 12/01/2025 End Date: 12/26/2025

Days:

Arranged

Arranged

INSTRUCTOR

GENERAL STAFF

BOOKS

No textbooks for this course.