Word Processing II - IS109

Section: IS109 836251S Online
Credit Hours: 1.00
Course Description: Word processing skills that include how to add visual appeal; mail merge, tables and columns; enhance presentation of text with charts; use macros; create and apply styles.
Course Notes: Repeatable once for graduation credit if using a different software package.Students who do not have the required prerequisites must receive Departmental consent before enrolling.
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WHEN Start Date: 10/06/2025 End Date: 12/11/2025
Days:
Arranged
Arranged

INSTRUCTOR
GENERAL STAFF
BOOKS
No textbooks for this course.