

Beginning Word Processing

BUS 1713

DEGREE PROGRAM COURSE DESCRIPTIONS

Students will use word processing software to create, modify, store, retrieve, and print documents. Word processing features include create, edit, print, format, spell-check, thesaurus, file management, find/replace and tables and graphics. This course is an introduction and overview with the emphasis being on learning and applying the mechanics of the software.

PREREQUISITES?

ENGL 0106 or adequate placement score.

CREDIT HOURS

3