

CBOT 472 Beginning Word Processing

CBOT 472 BEGINNING WORD PROCESSING

Covers the basic Word skills of creating, editing, and formatting documents; working with reports and multi-page documents; using tables, columns, and graphics; using templates and Mail Merge; and using custom styles and Building Blocks. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Transfer Credit: CSU

