Fall 2021 - CS 60.11B Microsoft Word - Section 0549
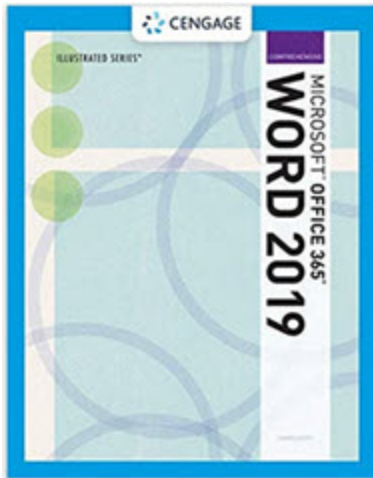## Course Textbook & Software Information
Meg S. Stoner, Instructor

All Wait List students will be admitted to the course.

If you find this course closed, please contact the instructor for an Add code: mstoner@santarosa.edu

This Course is Taught Entirely Online -- You will purchase a textbook and use online and downloaded resources.

Illustrated Microsoft® Office 365 & Word 2019 Comprehensive

Authors: Jennifer Duffy & Carol M. Cram

ISBN-13: 978-0357025727
ISBN-10: 0357025725

(You DO NOT have to purchase MindTap or SAM.)

Make sure you are purchasing the Word 2019 **COMPREHENSIVE** version!

You can order textbooks online via the SRJC Bookstore.

You may also rent, purchase this text in digital format, and see other options at the publisher's website.

Amazon also provides rental and other options.

In addition to the textbook, you will need:

- Regular access to a computer with a connection to the Internet.
- A reliable high-speed Internet connection
- A web browser
- An email address - SRJC students can sign up for a campus email address.
- Microsoft Office 2016, 2019, or **365 ProPlus** with Word, Excel, Access, and PowerPoint.

>>>The free Office 365 provided by SRJC, as well as Home and Student versions of Office may not have the full range of tools and features necessary to complete assignments for this course.

Mac users can also enroll in this course, if using **Office 2019, 2016, or 365 ProPlus,** with Microsoft Access.

>>> Mac users must acknowledge potentially significant differences in tools and options available as well as variation in methods required to complete assignments.

Campus Computer Labs are available if you are missing any of the application components. See the Campus Lab schedule.