

Production Keyboarding - BU129

Section: BU129 816191S Online

Section Type: Lecture

Credit Hours: 3.00

Course Description: Decision making, production speed, and accuracy in office applications.

Course Notes: Prerequisite of BU128 with a grade of C or better required. Students will need the 2019 version of Microsoft Word software.

Section Notes: Prerequisite of BU128 with a grade of C or better required. Students will need the latest Microsoft Word software.

WHEN

Days: Arranged

Times: Arranged

Start Date: 10/14/2019

End Date: 12/12/2019

WHERE

Online

INSTRUCTOR

JUDY ARCHER

BOOKS

Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM

Author: OBER

Required: Yes