

Beginning Keyboarding - BU127

Section: BU127 816192S Online

Section Type: Lecture

Credit Hours: 3.00

Course Description: Touch system on standard keyboard with emphasis on accuracy in business letters, tabulation and straight copy.

Course Notes: Students will need the 2019 version of Microsoft Word software.

Section Notes: Please check your device technical specification for downloading the Microsoft Word 2019 suite.
<https://products.office.com/en-us/office-system-requirements?rtc=1#coreui-contentrichblock-1zj29rj>

WHEN

Days: Arranged

Times: Arranged

Start Date: 01/13/2020

End Date: 05/07/2020

WHERE

Online

INSTRUCTOR

JUDY ARCHER

BOOKS

No textbooks for this course.