

## **Beginning Keyboarding - BU127**

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**Section:** BU127 816242S 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.

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**WHEN**

Days: Arranged

Times: Arranged

Start Date: 01/21/2025

End Date: 05/08/2025

**WHERE**

Online

**INSTRUCTOR**

JUDY ARCHER

**BOOKS**

Title: GDP 11E ONLINE SOFTWARE REGISTRATION CAR 2011 Edition

Author: OBER

Required: Yes

Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM

Author: OBER

Required: Yes