

Beginning Keyboarding - BU127

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.

Section Notes: Students will need Microsoft Word software.

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