Beginning Keyboarding - BU127

Section: BU127 816251S 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 Start Date: 08/25/2025 End Date: 12/11/2025

Days: Arranged Arranged

INSTRUCTOR

JUDY ARCHER

BOOKS

Title: GDP 11E ONLINE SOFTWARE REGISTRATION CAR 2011 Edition

Author: OBER Required: Yes

Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM 11 Edition

Author: OBER Required: Yes