

## **Beginning Keyboarding - BU127**

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**Section:** BU127 816252S Online

**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** Start Date: 01/20/2026 End Date: 05/07/2026

**Days:**

Arranged

Arranged

### **INSTRUCTOR**

JUDY ARCHER

### **BOOKS**

Title: GDP 11E ONLINE SOFTWARE REGISTRATION CARD 2011 Edition

Author: OBER

Required: Yes

Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUMENT PROCESSING 11 Edition

Author: OBER

Required: Yes