Beginning Keyboarding - BU127

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 CAR 2011 Edition
Author: OBER
Required: Yes
Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM 11 Edition
Author: OBER
Required: Yes