Intermediate Keyboarding - BU128

Section: BU128 816192S Online
Section Type: Lecture
Credit Hours: 3.00
Course Description: Keyboarding with speed and accuracy, letters, tabulations, rough drafts and business papers and forms.
Course Notes: Students will need the 2019 version of Microsoft Word software.
Section Notes: Please check your device technical specification for downloading the Microsoft Word 2019 suite. https://products.office.com/en-us/office-system-requirements?rtc=1#coreui-contentrichblock-1zj29rj
WHEN
Days: Arranged
Times: Arranged
Start Date: 01/13/2020
End Date: 03/08/2020
WHERE
Online
INSTRUCTOR
JUDY ARCHER
BOOKS
No textbooks for this course.