Intermediate Keyboarding - BU128

Section: BU128 816232S 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.
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WHEN
Days: Arranged
Times: Arranged
Start Date: 01/08/2024
End Date: 03/03/2024
WHERE
Online
INSTRUCTOR
JUDY ARCHER
BOOKS
Title: GDP 11E ONLINE SOFTWARE REGISTRATION CAR 2011 Edition
Author: OBER
Required: Yes