Intermediate Keyboarding - BU128

Section: BU128 816242S 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: 01/13/2025
End Date: 03/09/2025
WHERE
Online
INSTRUCTOR
JUDY ARCHER
BOOKS
Title: GDP 11E ONLINE SOFTWARE REGISTRATION CAR 2011 Edition
Author: OBER
Required: Yes
Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM
Author: OBER
Required: Yes