

## Intermediate Keyboarding - BU128

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**Section:** BU128 816251S 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: 08/20/2025

End Date: 10/12/2025

**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