

Intermediate Keyboarding - BU128

Section: BU128 816251S Online

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 Start Date: 08/20/2025 End Date: 10/12/2025

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