

Business Document Preparation - BU128

Section: BU128 816261S Online

Credit Hours: 3.00

Course Description: Create, format, and proofread business documents, such as letters, memos, emails, tables, reports, envelopes, labels and other administrative documents, utilizing word processing skills. Practice of proper keyboarding technique to build speed and accuracy.

WHEN Start Date: 08/19/2026 End Date: 12/10/2026

Days:

Arranged

Arranged

INSTRUCTOR

JUDY ARCHER

BOOKS

Title: KEYBOARDING & DOCUMENT FORMATTING ESSENT 1 Edition

Author: ROGGENKAMP

Required: Yes

Title: KEYBOARDING ONLINE LAB ACCESS CODE

Author: PARADIGM

Required: Yes