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