Production Keyboarding - BU129

Section: BU129 816221S Online
Section Type: Lecture
Credit Hours: 3.00
Course Description: Decision making, production speed, and accuracy in office applications.
Course Notes: Prerequisite of BU128 with a grade of C or better required. Students will need the 2019 version of Microsoft Word software.
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WHEN
Days: Arranged
Times: Arranged
Start Date: 10/10/2022
End Date: 12/08/2022
WHERE
Online
INSTRUCTOR
JUDY ARCHER
BOOKS
Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM
Author: OBER
Required: Yes