

Production Keyboarding - BU129

Section: BU129 816232S 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: 03/04/2024

End Date: 05/02/2024

WHERE

Online

INSTRUCTOR

JUDY ARCHER

BOOKS

Title: GDP 11E ONLINE SOFTWARE REGISTRATION CAR 2011 Edition

Author: OBER

Required: Yes