

## Production Keyboarding - BU129

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**Section:** BU129 816251S 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: 10/13/2025

End Date: 12/11/2025

**WHERE**

Online

**INSTRUCTOR**

JUDY ARCHER

**BOOKS**

Title: GDP 11E ONLINE SOFTWARE REGISTRATION CAR 2011 Edition

Author: OBER

Required: Yes

Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM

Author: OBER

Required: Yes