

Production Keyboarding - BU129

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 Start Date: 10/13/2025 End Date: 12/11/2025

Days:

Arranged

Arranged

INSTRUCTOR

JUDY ARCHER

BOOKS

Title: GDP 11E ONLINE SOFTWARE REGISTRATION CAR 2011 Edition

Author: OBER

Required: Yes

Title: LESSON 1-120 COLLEGE KEYBOARDING & DOCUM 11 Edition

Author: OBER

Required: Yes