

## **Production Keyboarding - BU129**

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**Section:** BU129 816251S Online

**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**

No textbooks for this course.