

BUSN 1440 : Document Production

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management. Prerequisite BUSN 1000 or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors.

Credits 4

Prerequisites

The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors.

Corequisites

COMP 1000