BUSN 123 : Word Processing for Business

Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.

Credits 3
Lecture Hours 45
Teaching Equivalent 3.00
Recommended Prep
35 gross words a minute (gwam) or BUSN 121 with grade C or better.
Prerequisites
ENG 22 with grade C or better, or placement at ENG 100, or consent.