

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 the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.

Credits: 3

Prerequisites: Thirty-five (35) gross words a minute (GWAM); or instructor approval.

Program: [Business Technology](#)

Recommended Prep: ENG22, ESL 22, BUSN 121