CBOT 415 Beginning Computer Keyboarding

CBOT 415 BEGINNING COMPUTER KEYBOARDING
This course is an overview of correct keyboarding techniques using the alphabetic, numeric keys, and numeric keypad on the computer. Computer software is used to aid in developing a minimum keyboarding speed of 20 words per minute. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1.5
Hours/semester: 24-27 Lecture; 48-54 Homework
Transfer Credit: CSU
C-ID: BSOT 110 X