

CBOT 415 Beginning Computer Keyboarding

CBOT 415 BEGINNING COMPUTER KEYBOARDING

An overview of correct keyboarding techniques using the alphabetic and numeric keys as well as the 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

