

CBOT 417 Skill Building

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This course provides Individualized instruction to develop speed, technique, and accuracy in touch typing. The course uses diagnostic software to analyze students' strokes and prescribe remediation drills. Students practice their keyboarding skills on business-related documents. *Pass/No Pass Only. Degree Credit.*

Units: 1.5

Hours/semester: 24-27 Lecture; 48-54 Homework

Prerequisites: Completion of, or concurrent enrollment in, CBOT 415 or equivalent.

Transfer Credit: CSU

C-ID: BSOT 120 X

