CBOT 417 Skill Building

CBOT 417 SKILL BUILDING

This course provides individualized skill-building instruction designed to develop speed, proper techniques, and accuracy in touch typing by using software with a diagnostic component to analyze each student’s misstrokes and prescribe individualized remediation drills. Students apply their keyboarding skills to 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