

CAT-51 — INTERMEDIATE KEYBOARDING/DOCUMENT FORMAT FORMATTING

About This Course

Transfer: CSU

C-ID: (C-ID:BSOT 120 X)

3.00 units

Prerequisite: None., Advisory: CAT-50.

Description: Mastery of professional keyboarding skills and document production. Emphasis placed on increasing speed, improving accuracy, developing and applying formatting skills and document production techniques using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)