

CAT-53 — KEYBOARDING FUNDAMENTALS

About This Course

C-ID: (C-ID:BSOT 110 X)

1.00 units

Prerequisite: None.

Description: Develops basic alpha/numeric keyboarding skills. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a computer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)