

OAD 100: Intro to Keyboarding and Technology

This course is designed to enable the student to develop touch keyboarding skills for efficient use of the microcomputer through classroom instruction and lab exercises. Upon completion, the student should be able to demonstrate proper keying techniques and basic computer skills.

Credits: 3

Transfer Code: Transfer Code

Code C

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

None

Co-Requisites:

None