OAD 103: Intermediate Keyboarding

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. This is a core course.

Credits: 3
Transfer Code: Code C
Lab Hours: 0
Lecture Hours: 3
Prerequisites:
OAD 101 or permission of instructor
Program: Office Administration
Semester Offered:
Spring
Summer
Fall