

# OAD 101 : BEGINNING KEYBOARDING

This course is designed to be able to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using a keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy as defined by the course syllabus, in the production of basic business documents such as memoranda, letters, reports, etc.

**Credits** 3

**Lecture Hours** 3

**Lab Hours** 0