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 outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. 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. Student must complete this course with at least a "C" average to continue to BUS 242.

Credits: 3
Prerequisites:
OAD 101 with a grade of "C" or above; or, permission of instructor.
Program: Office Administration