

OAD 104: Advanced Keyboarding (Elective)

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. 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 high-quality business documents. Student must complete this course with at least a "C" average.

Credits: 3

Prerequisites:

OAD 103 with a grade of "C" or above; or, permission of instructor.

Program: [Office Administration](#)