

BUSINESS AND COMMERCIALTECHTC1 (330BSCM)

Business and CommercialTechTC1 (330BSCM) 512

Basic Keyboarding III

Development of greater control and speed; typing of short simple business letters; and word division. Writing assignments, as appropriate to the discipline, are part of the course.

3-12 Laboratory Hours. 1-4 Credit Hours.

Offered At: KK

Business and CommercialTechTC1 (330BSCM) 532

Basic Computer Technology

The course introduces management principles and office technology.

Writing assignments, as appropriate to the discipline, are part of the course.

1-2 Lecture Hours. 1-2 Credit Hours.

Offered At: KK