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.
2 Lecture hours. 1-2 Credit Hours.
Offered At: KK