
2024-25 ACADEMIC COURSES

BOS 101A : BEGINNING KEYBOARDING

This course is the first in a series of three keyboarding courses. This course teaches students to keyboard by touch and develop speed, accuracy, and proper techniques on the alphabetic, punctuation and symbol keys. This course is offered only in a self-paced format. Level I Prerequisite: No Basic Skills

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Description	Hours
Credits	1
Lecture Hours	15
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	15

Accurate as of 04/25/2025 Information is subject to change without notice.