

2023-24 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 Prereq: No Basic Skills

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

Accurate as of 02/03/2023 Information is subject to change without notice.

Class offerings by semester

	Winter	Summer	Fall
Even Years (2022, 2024, 2026)			
Odd Years (2023, 2025, 2027)			

				Day
Class	(before	5	p.m.)	
				Evening
Class	(after	5	p.m.)	
Online Class Revised: 2/2/22				

The annual schedule class offerings by semester is offered as a planning tool. Please refer to the course schedule to see the specific time and platform for which the course is offered.

Swipe left to see full chart