

2021-22 ACADEMIC COURSES

BOS 101B : INTERMEDIATE KEYBOARDING

This course is the second in a series of three keyboarding courses. It is designed for students who have completed BOS 101A or who can key a minimum of 24 wpm. Students increase their speed and accuracy, improve their technique, and learn to touch type the number and symbol keys. Students are evaluated early in the course and may be placed in BOS 101A or BOS 101C based on the results of the evaluation. 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 03/03/2021 Information is subject to change without notice.

Class offerings by semester

Swipe left to see full chart