



OA 1103 Introduction to Keyboarding

Course Number	OA 1103
Course Name	Introduction to Keyboarding
Credit Value (Breakdown of theory and lab credits)	1 Theory
Catalog Course Description	Introduction to basic keyboarding skills on the letters of the alphabet, numbers, and symbols. Emphasizes speed and accuracy. This course is for students with no previous instruction in keyboarding. (1, 1T+S)
Course Student Learning Outcomes/Objectives /Competencies	
College-Wide Student Learning Outcomes measured (General education courses only)	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence
Program Student Learning Outcomes measured	