

# BUSINESS AND COMMERCIALTECHTC1 (330BSCM)

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## **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.

1-2 Lecture Hours. 1-2 Credit Hours.

**Offered At:** KK