

# KEYBOARDING (KYBD)

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## **KYBD 1010 - Introductory Keyboarding (3 Credit Hours)**

This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.

Prerequisite(s): None  
(3/0/3)

## **KYBD 1111 - College Keyboarding (3 Credit Hours)**

This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques.

Prerequisite(s): KYBD 1010  
(2/1/3)