

OAD 130: Electronic Calculations

This course is designed to give students a job-level competency in using the ten-key touch method and develop the student's ability to solve common business problems with an electronic display-printing calculator. Emphasis is on basic mathematical functions in a business context. Upon completion, students will be able to perform basic electronic calculating at an acceptable rate of speed and accuracy.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Program: Office Administration