

Keyboard Skillbuilding

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Joen Bilse
Development Date	5/4/2004
Revised Date	9/22/2004
Course Number	10-106-139
Instructional Level	Associate Degree
Potential Hours of Instruction	24
Total Credits	1

Description

Identify keyboarding weaknesses through diagnostic tests and analysis. Refine keyboarding technique, increase speed, and improve accuracy through individualized corrective practice.

Target Population

Learners who desire to improve their keyboarding skill, speed, and accuracy.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation or Online	24	1

Textbooks

Cortez Peters, Jr.. *The Cortez Peters Championship Typing Drills*. Gregg/McGraw-Hill. 1997. **Edition:** 3rd. **ISBN:** 0-07-822382-2. **Source:** MATC Bookstore.

Learner Supplies

two 3 1/2 high density disks. **Manufacturer:** ---.

Prerequisites

Introduction to Keyboarding (10-106-101)
OR previous touch keyboard experience

Exit Learning Outcomes

Core Abilities

A. Science and Technology

Competencies

A. Perform timed writings

Linked Core Abilities

Science and Technology

Competence will be demonstrated:

- A.1. by submitting pretest timed writings
- A.2. by submitting posttest timed writings

Criteria - Performance will be satisfactory when:

- A.1. you perform pretest timed writings
- A.2. you perform skillbuilding drills
- A.3. you perform posttest timed writings demonstrating speed and accuracy improvement

B. Build paragraph development skills

Linked Core Abilities

Science and Technology

Competence will be demonstrated:

- B.1. by submitting pretest timed writings
- B.2. by completing studies using drills and practices
- B.3. by submitting posttest timed writings

Criteria - Performance will be satisfactory when:

- B.1. you perform pretest timed writings
- B.2. you perform paragraph skillbuilding drills
- B.3. you perform posttest timed writings demonstrating speed and accuracy

C. Perform speed and accuracy studies

Linked Core Abilities

Science and Technology

Competence will be demonstrated:

- C.1. by submitting pretest timed writings
- C.2. by completing studies using drills and practices
- C.3. by submitting posttest timed writings

Criteria - Performance will be satisfactory when:

- C.1. you perform pretest timed writings
- C.2. you perform skillbuilding drills
- C.3. you perform posttest timed writings demonstrating speed and accuracy improvement