

# Keyboard Skillbuilding

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Joen Bilse
<b>Development Date</b>	5/4/2004
<b>Revised By</b>	Karen Jennings
<b>Revised Date</b>	3/2/2010
<b>Course Number</b>	10-106-139
<b>Instructional Level</b>	Associate Degree
<b>Instructional Area</b>	Office Systems/Technology
<b>Division</b>	Agriscience and Technologies
<b>Department</b>	Business Technology
<b>Potential Hours of Instruction</b>	36
<b>Total Credits</b>	1

### Description

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

### Types of Instruction

<b>Instruction Type</b>	<b>Contact Hours</b>	<b>Credits</b>
Classroom Presentation, Online, or Hybrid	36	1

### Textbooks

Cortez Peters, Jr.. *The Cortez Peters Championship Typing Drills*. Gregg/McGraw-Hill. 2005. **Edition:** 4th. **ISBN:** 0-07-293625-8. **Source:** MATC Bookstore.

### Learner Supplies

flash drive.

### 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