

BCT 100 Articulation Competencies

Basic Computer Keyboarding (2 Credits)

An introductory course to develop basic keyboarding techniques with an emphasis on improving speed and accuracy. Course topics include alphabet, numeric, and symbol keys.

School Name: _____

School Articulated Course: _____

School Instructor: _____

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Course Competencies Checklist:

- Identify proper keyboarding techniques.
- Demonstrate proper technique for touch typing alphabet keys
- Demonstrate proper technique for touch typing number keys
- Demonstrate proper technique for touch typing symbol keys
- Demonstrate proper technique for touch typing the 10-key computer pad
- Demonstrate how to touch type with a minimum of 32 words per minutes with at least 80 percent accuracy.

Course Topics:

- Keyboarding techniques (accuracy and speed emphasis)
- Numbers
- Symbols
- Numeric Keypad
- Ergonomics