



BT 1120

Division: Business and Technology

Department: Business Technology

Course: BT 1120

Title: Keyboard Skillbuilding

Catalog Description:

This course is for students who want to improve their keyboarding skill to an employable rate of 50 wpm or higher. Speed and accuracy are improved through proper techniques using drills and timings in a self-paced environment.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 1; Lecture: 0; Lab: 2

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Prerequisites: Keyboarding Skill (30 wpm)

Justification:

This course is required for Business Technology AAS - Administrative Assistant majors. This class may be taken by any major who desires to improve keyboarding speed and/or accuracy.

Some students need and can profit from additional keyboarding training in order to build speed and accuracy skills.

Student Learning Outcomes:

At the completion of the course, students should have

- Reviewed letters, figures, and symbols.
- Emphasized keystroking technique drills to help develop improved techniques and build efficient keystroking patterns.
- Used proper keyboarding techniques.
- Improved keyboarding accuracy and speed.

Content:

Course objectives will be accomplished by

- Reinforcement practice on alphabetic, punctuation, numbers, and symbol key reaches
- Reinforcement timings/tests emphasizing all letters
- Self-evaluation of keyboarding technique

General Education Outcomes:

Applied Education Outcomes:

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will practice keyboarding skills to improve keyboarding speed and accuracy which will prepare them to meet the expectations of employers in the business world. The instructor will evaluate assignments to provide feedback.

Key Performance Indicators:

Assessment of student performance in class:

- Speed and accuracy is determined by a weighted grade factoring all lessons and exercises.
- Technique is determined by a student self-evaluation. Several evaluations are given so that a student may continue to strive for correct technique.

Representative Text and/or Supplies:

Ellsworth, Barbara. *Skillbuilding Mastery*, current edition or equivalent, Ellsworth Publishing.

Optimum Class Size: 20

Maximum Class Size: 25

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)