

Course Objectives/Course Outline
Spokane Community College

Course Title: **Keyboarding**
Prefix and Course Number: **BT 100**

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Demonstrate proper keyboard technique
- Complete skill building exercises with increased speed and accuracy
- Give evidence of proofreading techniques

Course Outline:

- I. Proper Keyboarding-By-Touch Technique
 - A. Alphabet, Number, and Symbol Keys
 - B. Correct Positioning at the Computer

- II. Emphasis on Speed and Accuracy
 - A. Skillbuilding Exercises
 - B. MAP (Mistroke Analysis and Performance)

- III. Keyboarding Principles
 - A. Proofreading Techniques
 - B. Correct Spacing