

Print Date: 7/15/14

**Course Objectives/Course Outline
Spokane Community College**

Course Title: Skill Building
Prefix and Course Number: BT 196

Course Learning Outcomes:

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

- Reinforcement of the Touch Method of Keying
- Increased Speed
- Improved Accuracy
- Using Keyboarding Diagnostic Software for Keying Improvement.

Course Outline: