

## **BT 196- SKILLBUILDING**

### **COURSE LEARNING OUTCOMES**

Students:

1. Improve keyboarding speed and accuracy through regular practice.
2. Improve keyboarding speed and accuracy by using proper technique.

### **COURSE TOPICS:**

Reinforcement of the Touch Method of Keying

    Increased Speed

    Improved Accuracy

Using Keyboarding Diagnostic Software for Keying Improvement