COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 1030: Keyboarding Speed/Accuracy

A. CATALOG DESCRIPTION
1. Credits: 1
2. Hours/Week: 2
3. Prerequisites (Course discipline/number): College-level reading and writing
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

Students registering for this course need to type 35 GWPR for three minutes with three or less errors, because this course offers methods to eliminate errors and build speed systematically. This course helps students identify particular stroke combinations that are causing speed and/or accuracy problems and prescribe individual practice to overcome these problems. The pace of the course is individualized to the student’s skills and abilities.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Error analysis for five-minute timings
2. One-, three-, and five-minute timings
3. Speed development paragraphs
4. Accuracy drills
5. Speed drills
6. Net-words-a-minute (NWAM) calculations and improvement

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Use correct posture/techniques while keyboarding.
2. Achieve a rate of 45 GWPM in a 5-minute timing.
3. Complete speed and accuracy drills.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. 45 GWPM with zero errors on one 5 minute timing based on the GWPM standard formula
2. Personalized reports

G. RCTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes