

BCT 100 Articulation Competencies

Basic Computer Keyboarding (2 Credits)

An introductory course to develop basic keyboarding techniques with an emphasis on improving speed and accuracy. Course topics include alphabet, numeric, and symbol keys.

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Student Learning Outcomes:

| CATEGORIES | | | |
|--|--|--|---|
| 1. Problem Solving: <ul style="list-style-type: none"> A. Critical Thinking B. Creative Thinking C. Quantitative Reasoning D. Qualitative Reasoning | 2. Communication: <ul style="list-style-type: none"> A. Oral Expression B. Written Expression C. Artistic Expression | 3. Social Interaction: <ul style="list-style-type: none"> A. Collaboration B. Ethical Conduct C. Professional Conduct D. Cultural Diversity | 4. Inquiry: <ul style="list-style-type: none"> A. Information Literacy B. Research C. Documentation |

Course Competencies Checklist:

- Accurately key by touch the alphabet, number, and symbol keys. (2A)
- Identify proper keyboarding techniques. (4C)
- Demonstrate how to touch type with a minimum of 32 words per minute with at least 80 percent accuracy. (2B)

Program Outcomes:

Students enrolled in the BCT program will do the following:

- Develop foundational knowledge in computer technologies.
- Develop communication and professional work skills.
- Make appropriate technology choices for business productivity.
- Apply Internet tools for research and collaboration.
- Prepare for industry certifications such as Microsoft Office Specialist and IC3 Digital Literacy.

Course Topics:

- Keyboarding techniques (accuracy and speed emphasis)
- Numbers
- Symbols
- Numeric Keypad
- Ergonomics