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**: A. Critical Thinking 3. **Social Interaction**: A.Collaboration

B. Creative Thinking B. Ethical Conduct

C. Quantitative Reasoning C.Professional Conduct

D. Qualitative Reasoning D. Cultural Diversity

1. **Communication**: A. Oral Expression 4. **Inquiry: A.** Information Literacy

B. Written Expression B. Research

C. Artistic Expression 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)

Course Topics:

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

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.