

Course Code: CTC 130

Course Title: Basic Keyboarding

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 52.0408

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Self-paced development of fundamental skills in the use of a computer keyboard.

General Course Objectives

To enable students to develop basic computer keyboarding skills.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

18 keyboarding lessons and 2 final timings.

Instructional Materials and Additional Supplies

Keyboarding Online Access Code

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Keyboarding Lessons	1. Reproduce on-screen text to type 18 lessons with at least 90% accuracy at minimum speed of 22 words per minute.	14	0	0
Final Timings	1. Reproduce on-screen text to type two 3-minute timings with at least 90% accuracy at a minimum speed of 22 words per minute.	1	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0