Course Information Form (CIF)

Course Code: CTC 135

Course Title: Keyboarding Skill Building

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: 2-0-2
Credit Hour Distribution:

Lecture: 2	Lab: 0	Clinical: 0	**Total: 2**

General Course Information

Catalog Description

Increasing speed and accuracy in computer typewriting; develops and strengthens use of proper and efficient keyboarding techniques.

General Course Objectives

To enable students to improve keyboarding speed and accuracy.

Minimum Placement Levels

English	Reading	Math
None	None	None

Prerequisites

Accurate typing speed of 25 words per minute

Methods of Evaluation

24 keyboarding lessons and 3 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 Skill Building	1. Reproduce on-screen text with at least 90% accuracy at a minimum speed of 30 words per minute.	28	0	0
Final Timings	1. Reproduce on-screen text for three 3-minute final timings with an accuracy of at least 90% and a minimum speed of 30 words per minute.	2	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	0	0