# CBT 104 : Introduction to Keyboarding

**Credits** 1
**Quarter Offered** Fall, Winter, Spring
This self-paced course is designed for the student with no previous typing experience. Through the use of keyboarding software the student learns the basic techniques of keying alphabet and number keys in modern computer keyboards. Emphasis is on good technique and the development of speed and accuracy. Students must purchase the keyboarding software to work at home, or can use Peninsula College's computer labs to complete all work. A maximum of 2 credits of CBT 104 and/or CBT 105 or combination thereof will count towards a degree or certificate. This class may include students from multiple sections.
**Course Outcomes**
Key the alphabet, number, symbol, space bar, and enter keys by touch.
Demonstrate correct finger placement, technique, and keystrokes.
Demonstrate proficiency with straight-copy keyboarding speed and accuracy.
Type a minimum of 28 wpm on a 2-minute timed writing with 5 or fewer errors.