

# CBT 105 : Keyboarding Speed/Accuracy

## **Class Program**

Computer-Based Training

## **Credits 1**

This self-paced class is a continuation of **CBT 104** and is designed to build keyboarding speed and accuracy. The software program has special diagnosis capabilities for speed and accuracy development, with the starting goal of 28 words-per-minute for three minutes with four errors or less. The program also helps those with higher-level typing skills. (CBT 104 must be completed before starting CBT 105.) 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**

1. Key alphabetic and number keys by touch
2. Use and exhibit correct technique and keystroke
3. Creating straight copy with improved speed and accuracy skills.