

Saint Paul Consortium
Articulated College Credit (ACC) Agreement
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Agreement Name: Computer Keyboarding

Agreement Last Reviewed: 2017

Next Review Date: 2019

College	Course Name	Course Prefix	Course Number	Course Credits
Saint Paul College	Skillbuilding for Keyboarding	BTEC	1401	2

Designed to increase keyboarding speed and improve keyboarding accuracy through personal goal setting, error analysis, and intensive corrective practice work. Students must know how to key using the "touch" method.

Curriculum Content Objectives:

To receive credit, students will master 100% of the following content objectives:

1. Assess current skill level.
2. Determine primary improvement needs.
3. Set projected skill goal.
4. Develop on-going posture correction techniques.
5. Demonstrate improved touch typing skills.
6. Perform various skillbuilding drills and exercises.
7. Perform timings for speed and accuracy diagnostic purposes.
8. Analyze and evaluate diagnostic timings.
9. Reassess skill level for areas of needed improvement.
10. Demonstrate ability to stay focused and on task.
11. Demonstrate an enhanced keyboarding endurance for strength in fingers and wrists, patience and concentration.
12. Demonstrate a sustained, purposeful, and sincere effort to meet program and industry standards by assessing skill level throughout this course and setting realistic, attainable goals.

Assessments:

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

ACC Concept:

Skills for selected courses, required for graduation in programs at the colleges participating in this regional agreement are taught in our schools using the assessments developed collaboratively by secondary and post-secondary staff. High School credit is earned and college credits are earned if the student meets the college achievement.