

Saint Paul Consortium
Articulated College Credit (ACC) Agreement
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Agreement Name: Keyboarding
Agreement Last Reviewed: 2017
Next Review Date: 2019

College	Course Name	Course Prefix	Course Number	Course Credits
Saint Paul College	Keyboarding	BTEC	1400	2

Covers "Touch Keyboarding" skill development on a computer keyboard. A variety of drills will be used to develop speed and accuracy of keyboarding skills.

Curriculum Content Objectives:

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

1. Demonstrate basic computer use.
2. Identify computer hardware components.
3. Demonstrate touch typing method.
4. Describe computer terminology.
5. Develop speed and accuracy skills.
6. Demonstrate windows usage.
7. Describe computer health/safety issues.
8. Demonstrate proper posture.
9. Demonstrate disk care.
10. Demonstrate proficiency at taking various levels of timings (15 seconds to 3 minutes).
11. Determine primary improvement needs.
12. Set keyboarding speed 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.