ADMS1104 - Skillbuilding

Credits:	1 (0/1/0)
Description:	This course emphasizes improved computer keyboarding speed and accuracy while strengthening basic keyboarding techniques.
Prerequisites:	• ADMS0090 OR • Placement by assessment
Corequisites:	
Pre/Corequisites*:	
Competencies:	1. Demonstrate proficiency of vertical and horizontal reach practice in both hands. 2. Improve accuracy of frequently misspelled words, frequently used words and symbols. 3. Demonstrate improvement in computer keyboarding speed and accuracy.
MnTC goal areas:	None

**Can be taking as a Prerequisite or Corequisite.*

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