

## ADMS1104 - Skillbuilding

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

\*Can be taking as a Prerequisite or Corequisite.