

## ADMS1104 - Skillbuilding

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|--------------------|---|
| 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.