BIM 106 – Advanced Keyboarding 1-3 Credits

Students must operate keys by touch and to copy material at a minimum speed with accuracy as identified in the module competencies. Students must use the touch-typing method, that is, eyes on the copy not the keyboard without use of the backspace key. Errors include transposition, capitalization, spacing, tabbing and/or punctuation.

At the completion module competencies a student can earn one credit for each module.

- **Module 1 = 1 credit**
  Upon successfully completing the module, the student will be able to type a minimum of 36 words per minute with 1 or fewer errors per minute on two three 3-minute timings and one 5-minute timing.

- **Module 2 = 1 credit**
  Upon successfully completing the module, the student will be able to type a minimum of 40 words per minute with 1 or fewer errors per minute on two 3-minute timings and one 5-minute timing.

- **Module 3 = 1 credit**
  Upon successfully completing the module, the student will be able to type a minimum of 44 words per minute with 1 or fewer errors per minute on one 3-minute timing and two 5-minute timings.

These course competencies have been approved by:
Daneen Berry-Guerin, BBCC Faculty