

COMPUTER ESSENTIALS
College Credit and Careers Network
Dual Credit Articulation Agreement

Upon completion of high school courses equivalent to the following competencies:

- To review students' basic keyboarding skills, increase typing speed and improve proficiency on the computer.
 - To measure student's keyboarding speed and accuracy at the outset of the program through the use of the Course Entry Timed Writing
 - To determine specific keyboarding problems by analyzing the diagnostic test results that appear at the beginning of various sections of the keyboarding program.
 - To select appropriate practice lessons on the basis of the test analysis
 - To practice specially designed exercises in a prescribed manner.
 - To keyboard text by touch (without looking at your fingers) at a minimum speed of 25 words per minute with control
 - To become more comfortable at a personal computer as you learn correct techniques of keyboarding
 - To learn basic formats of business letters, memorandums, reports, and tables
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A student earning a "B" or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bellevue College	BTS 101	3
Cascadia Community College	BIT 150	1
Lake Washington Technical College	OFTC 105	3
Shoreline Community College	BUSTC 100	5