Keyboarding Requirement

Minimum keyboarding skill is required prior to being admitted to the following programs:

- Administrative Professional
- Medical Assistant
- Office Assistant
- Ophthalmic Medical Assistant

This requirement can be satisfied in one of two ways:

1. Complete the **Keyboarding Course (10-106-100)** with a final grade of “B” or better. Contact the Student Central Registration Desk at 920.693.1366 to register for this class. Please notify the Admissions Office after you have successfully completed the course.

2. Complete the **Keyboarding Test Out**. You’ll be given a warm up and a two-minute typing test. You’ll need to type a minimum of 25 words per minute with 2 or fewer errors. Contact the LTC Cleveland Testing Center at 920.693.1184 to schedule an appointment.

We’re here to help! Contact the Admissions Office at 920.693.1109 if you have any questions.