

## **COURSE OUTLINE** **Keyboard Skillbuilding**

**Course Description:** BE 103. Keyboard Skillbuilding. 3 hours credit. This course will enable the student to gain in speed and accuracy by applying systematic practice on a computer keyboard. Diagnostic software is used to determine the student's starting point and areas needed to improve. Successful completion of this course is measured by an increase in words per minute, and a decrease in errors per minute. Requirement: The student must be able to type-by-touch before taking this course.

**Course Relevance:** The applications learned in this course will allow the student to increase his/her keyboard productivity in the classroom and the workplace.

**Required Materials:**

Textbook: Ober, S., Johnson, J., Rice, A., & Hanson, R. (2002). *Gregg college document processing* (9<sup>th</sup> ed.). New York, NY: Glencoe McGraw-Hill Book Company. (ISBN #0-07-825757-3)

Software: *GDP—(Gregg college keyboarding and document processing), Home Version* (2002). (9<sup>th</sup> ed.). New York, NY: Glencoe McGraw-Hill Co, Inc.

Diskette: The student is required to furnish two high-density diskettes.

**Learning Outcomes:**

The intention is for the student to be able to:

1. Improve keyboarding rate at least 6 wpm
2. Decrease error ratio to one error per minute

**Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course:**

Through the student involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Computer Literacy
  - The student will utilize diagnostic software to evaluate strengths and weaknesses in order to practice appropriate keyboarding techniques.

Secondary skills (developed but not documented):

Time management  
Problem solving  
Reading

**Major Summative Assessment Task(s):**

These learning outcomes and primary Learning PACT skills will be demonstrated by:

1. Evaluating the student's improved keyboarding speed and accuracy through the utilization of diagnostic software
2. Developing a portfolio to map improvement of keyboarding techniques, increased wpm, and decreased error ratio

**Course Content:**

- I. Themes – Key recurring concepts that run throughout this course:
  - A. Practicing drill work and appropriate keyboarding techniques
  - B. Increasing words per minute
  - C. Decreasing error ratio
- II. Issues – Key issues that will be addressed in this course: areas of conflict that must be understood in order to achieve the intended outcome:
  - A. Ergonomics
  - B. Correcting improper pre-learned technique(s)
- III. Concepts – Key concepts that must be understood to address the issues:
  - A. Understand how to apply the GDP software features to diagnose problem areas
  - B. Proper keyboarding techniques
- IV. Skills / Competencies – Actions that are essential to achieve the course outcomes:
  - A. Use the touch method when keying material
  - B. Demonstrate proper keyboarding techniques
  - C. Demonstrate the ability to eliminate transposition and other errors that result from lack of concentration
  - D. Increase speed and accuracy level from the start of class

**Learning Units:**

- I. Alphabet
- II. Individual Fingers
- III. Word-Level Keystroking
- IV. Frequently Used Words
- V. Horizontal/Vertical Reaches
- VI. Word Families
- VII. Concentration
- VIII. Frequently Misspelled Words
- IX. Alternate-Hand Words
- X. Double-Letter Words
- XI. Right-Hand and Left-Hand Words

## XII. Punctuation, Numbers, and Symbols

### **Learning Activities:**

Learning activities will be individualized to improve speed and accuracy.

### **Grade Determination:**

The student will be graded on the diagnostic evaluation of speed and accuracy at the beginning of the course versus the student's improvement level at the end of the course. The student must complete all drill work assigned for successful completion of the course.