

COURSE OUTLINE

Keyboarding

Course Description

BE 100. Keyboarding. 1 hour credit. This course will enable the student to key by touch--without looking at fingers or keyboard--easy paragraph copy smoothly and fluently at a minimum rate of 14 gwam on a two-minute timing with 5 or fewer errors.

Course Relevance

The principles learned in this course will allow students to effectively manipulate most types of electronic and microcomputer terminals.

Required Materials

Ober, S., Johnson, J.; and Zimmerly, A. (2006). *Gregg College Keyboarding* (10th ed.). Lessons 1-20. New York, NY: McGraw-Hill/Irwin.

Learning Outcomes

The intention is for the student to be able to

1. Demonstrate basic keyboarding skills
2. Demonstrate proofreading skills

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

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

1. Computer Literacy
 - Through program assignments, timed writings and other activities conducted in class, the student will demonstrate computer literacy skills

Secondary skills (developed but not documented):

Reading
Listening
Time Management

Major Summative Assessment Task(s)

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

1. Preparation of assignments using principles covered that indicate knowledge of basic keyboarding techniques
2. Keying at a minimum rate of 14 gwam on two-minute timings with 5 errors or less

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Proper use of software features
 - B. Proper keyboarding techniques
- II. Issues - Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Need to use proper keyboarding techniques
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Reading comprehension at or above the 9th grade level
 - B. Task completion
 - C. Time management
- IV. Skills/Competencies - Actions that are essential to achieve the course outcomes.
 - A. Boot up the keyboarding program
 - B. Use basic commands of the program
 - C. Key by touch without looking at fingers or keyboard
 - D. Key easy paragraph copy smoothly and fluently
 - E. Key at a minimum rate of q4 gwam on a two-minute timing with 5 errors or less
 - F. Proofread typed work
 - G. Control the home keys (a s d f j k l ;)
 - H. Control the h e o r keys
 - I. Control the m t p c keys
 - J. Control the right shift key (capitalize letters on the left half of the keyboard)
 - K. Control the v w keys
 - L. Control the left shift key (capitalize letters on the right half of the keyboard)
 - M. Control the l g keys
 - N. Control the u b : x keys
 - O. Control the y . q / keys
 - P. Control the n z ? Tab keys
 - Q. Control the 5 7 3 9 keys
 - R. Control the 8 2 0 keys
 - S. Control the 4 6 1 keys
 - T. Control the \$ () ! keys
 - U. Control the * # ' keys
 - V. Control the & % " @ keys

Learning Units

- I. Boot the word processor and open the keyboarding program
- II. Use the basic commands of the keyboarding program
- III. Manipulate and control the alphabetic keys
- IV. Manipulate and control the numeric keys
- V. Manipulate and control the symbol keys

Learning Activities

Learning activities will be geared toward instructor demonstrations, keyboarding drills, and timed writings using microcomputers.

Grade Determination

The student will be graded on completion of assessment tasks which will include timed writings and drill work.