

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Keyboarding
<b>COURSE NUMBER</b>	BUSN 1151
<b>DIVISION</b>	Math, Science, Business & Technology
<b>DEPARTMENT</b>	Business
<b>CIP CODE</b>	52.1202
<b>CREDIT HOURS</b>	1
<b>CONTACT HOURS/WEEK</b>	Class: 1
<b>PREREQUISITES</b>	None
<b>COURSE PLACEMENT</b>	None

## COURSE DESCRIPTION

This introductory course teaches students to type by touch while improving speed and accuracy level. Topics include home keys, space bar, keyboarding numbers and the alphabet. The goal is a minimum of 28 wpm with 4 or less errors.

**Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

## PROGRAM LEARNING OUTCOMES

### Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings

### Administrative Office Professional CERT PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology
2. Display advanced quality written and oral communication skills in a variety of settings.

## TEXTBOOKS

<http://kckccbookstore.com/>

## METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels,

conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE**

- I. Introduction to and instruction in the use of the computer, mouse, and printer.
- II. Introduction to and instruction in the use of keyboarding software.
- III. Demonstration of proper keyboarding techniques and correct posture.
- IV. Instruction in keying the alphabetic keys using the touch method of keyboarding.
- V. Instruction in keying the numerical keys using the touch method of keyboarding.
- VI. Instruction in keying the symbol keys using the touch method of keyboarding.
- VII. Instruction in taking timed writings and computing words per minute.
- VIII. Demonstration of skill-building activities through practice.

### **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. Be able to practice proper use of equipment and storage devices.
  1. Be able to boot, access, and exit software applications.
  2. Be able to organize the workstation and peripheral equipment.
  3. Be able to utilize the mouse and storage devices to retrieve information.
  
- B. Be able to resolve common computer problems.
  4. Be able to identify common computer errors.
  5. Be able to correct computer component problems.
  
- C. Be able to model proper keyboarding techniques.
  6. Be able to apply ergonomic standards to keyboarding.
  7. Be able to position hands and body during keying for maximum efficiency.
  8. Be able to use proper fingers for keying letters, number, and symbols.
  
- D. Be able to demonstrate acceptable levels of keyboarding skill.
  9. Be able to key at a predetermined level of speed.
  10. Be able to key at a predetermined level of accuracy.

### **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

### **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.