COURSE SYLLABUS

LAST REVIEW   Spring 2021

COURSE TITLE   Speedbuilding I

COURSE NUMBER   BUSN 1153

DIVISION   Math, Science, Business & Technology

DEPARTMENT   Business

CIP CODE   52.0401

CREDIT HOURS   1

CONTACT HOURS/WEEK   Class: 1

PREREQUISITES   BUSN-1151 Basic Keyboarding with a grade of C or better.

COURSE PLACEMENT   None

COURSE DESCRIPTION

This course is for students who want to attain speed and accuracy on straight-copy keying with a goal of 30-50 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 Certificate 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.   Review proper workstation techniques.
    A. Chair
    B. Keyboard
    C. Screen
    D. Text
II.   Review the proper techniques for using the computer, mouse, and printer.
III. Review the features of the keyboarding software.
IV.   Review the proper keyboarding techniques for touch keying alphabetic, numeric, and symbol keys.
V.   Build keyboarding speed and accuracy on alphabetic material by the following:
    A. 12-second sprints
    B. 30-second sprints
    C. l-minute timed writings
    D. 3-minute timed writings
    E. Practice of alternate-hand words
    F. Practice of one-hand words
    G. Practice of adjacent keys
    H. Practice of consecutive finger keys
VI.   Build technique speed and accuracy by the following:
    A. Shift-key drills
    B. Concentration drills
    C. Cap Lock drills
    D. Enter key drills
    E. Spacebar drills
VII. Build keyboarding speed and accuracy on numeric materials by the following:
    A. Sustained number practice
    B. 12-second number timed writings
    C. 1-minute timed writings
    D. 3-minute timed writings
VIII. Build keyboarding speed and accuracy on symbols by the following:
    A. Sustained symbol practice
    B. 12-second symbol timed writings
    C. 1-minute symbol timed writings
    D. 3-minute symbol timed writings

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.

B. Be able to resolve common computer problems.
2.   Be able to organize the workstation and peripheral equipment.

C. Be able to model proper keyboarding techniques.
3.   Be able to utilize the mouse and storage devices to retrieve information.
4.   Be able to apply ergonomic standards to keyboarding.
5.   Be able to position hands and body during keying for maximum efficiency.
6.   Be able to use proper fingers for keying letters, number, and symbols.

D. Be able to demonstrate acceptable levels of keyboarding skill on 3-minute straight-copy timings.
7.   Be able to key at a predetermined level of speed at a minimum of 20 wpm for 3 minutes.
8.   Be able to key at a predetermined level of accuracy with 1 wpm deducted for each error.

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.