



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010 **NEXT REVIEW:** 2014-2015 **STATUS:** A

COURSE TITLE: Basic Keyboarding

COMMON COURSE NUMBER: OST 1103C

CREDIT HOURS: 1

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture: 4 Lab: 12
Clinic: Other:

PREREQUISITE(S): None

COREQUISITE(S): None

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

This course offers an introduction to the keyboard with development of fundamental keyboarding techniques. Minimum completion speed of 25 words per minute with a 3-error cutoff on 3-minute timed writings using touch technique is required.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area
General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area
General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Keyboard Control - Alphabet Keys/Numeric Keys
2. Skill Development in Using Alphabet Keys/Numeric Keys/ Symbols

EVALUATION:

Students will be assessed by, but not limited to, written assignments, simulated exercises, technique check, timed writings, quizzes, and exams.

UNITS

Unit 1: Keyboard Control - Alphabetic Keys/Numeric Keys/Symbol Keys

General Outcome:

- 1.0 The students will be able to use a keyboard by the touch system without looking at the alphabetic keys/numeric keys or symbol keys.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Demonstrate new-key learning of alphabetic keys, numeric keys, symbols, as well as the numeric keypad.
- 1.2 Exhibit proficiency in using proper finger technique to increase their keying ability.
- 1.3 Proofread properly and mark errors.
- 1.4 Use the mouse efficiently.

Unit 2: Skill Development in Using Alphabetic Keys/Numeric Keys/Symbol Keys

General Outcome:

- 2.0 The students will be able to develop sentences and paragraphs using all keys, center material both vertically and horizontally, and type at a minimum rate of 25 words per minute.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Key sentences and indent paragraphs.
- 2.2 Center material horizontally and vertically on a page.
- 2.3 Understand the basics of word processing software.
- 2.4 Understand and apply correctly rules governing number expression.
- 2.5 Keyboard paragraphs accurately with proper typing technique at a minimum speed of 25 words per minute for 3 minutes with 3 or fewer errors.