Outline of Instruction

Division: Business
Area: Administrative Professional

Course Number: ADMIN 102
Course Name: Keyboarding
(formerly EOS 102, Microcomputer Keyboarding)

Prerequisite: None
Corequisite: None

Hours Required: Class: 15 Lab: Credits: 1

Course Description/Purpose

Keyboarding is designed to teach touch operation of the computer keyboard. The purpose of the course is to enable students to input and access information accurately and efficiently. Note: Students who have received credits for ADMN 131, 135, EOS 121, 131, 135, 139, and WPR 103 or WPR 104 will not receive credits for this course. This class may not be taken concurrently with any of the above courses.

Major Units

- Introduction to the letter keys on the alpha-numeric keyboard
- Development of speed and accuracy

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive
Each student will be expected to Identify/Recognize...
- the importance of using the touch method

Performance
Each student will be expected to Demonstrate/Practice...
- the use of the alpha-numeric keyboard by the touch method
- a minimum speed of 15 NWAM with no more than one error per minute

Attitudinal
Each student will be expected to Believe/Feel/Think...
- more confident in using the alpha-numeric keyboard for data entry
- confident in their ability to keyboard with accuracy

Rev. 11/2005:BG