Outline of Instruction

Division: Business  Area: Administrative Professional
Course Number: ADMIN 131  Course Name: Beginning Keyboarding
(formerly EOS 131, Microcomputer Keyboarding-Beginning)
Prerequisite: None
Corequisite: None
Hours Required: Class: 45  Lab:  Credits: 3

Course Description/Purpose

This course teaches the touch method of computer keyboard operation and provides practice techniques for building speed and accuracy. Content includes keying letters, memos, tables and reports.

Major Units

- Introduction of basic keyboarding skills of alphabetic, numeric, and special symbol keys
- Introduction in basic word processing features
- Basic document formatting

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...
  - basic procedures of keyboarding
  - basic word processing features
  - formatting for various business documents

Performance  Each student will be expected to Demonstrate/Practice...
  - keying straight-copy materials at an average rate of 40 words a minute with not more than one error per minute
  - the touch-typing method of keyboarding
  - word processing commands to perform basic activities of creating, saving, deleting, printing, and closing documents
  - proficiency in correctly formatting business letters, memos, manuscripts, and reports

Attitudinal  Each student will be expected to Believe/Feel/Think...
  - an appreciation for those people who can use the touch-typing method of keyboarding
  - an appreciation for those people who accurately proofread

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