Course Outline

Career and technical Programs Division

CSP 1230 - Basic Keyboarding

Date: Fall 2007
Semester Hours: 2.0
Prerequisite: None
Lecture: 1 hr/wk
Labs: 2 hrs/wk
Offered: Instructor:

CATALOG DESCRIPTION

Emphasis is placed on learning the touch operation of the alphabetic and numeric keyboards found on computer terminals, information processors, and other keyboards. There will be a sequence of learning materials and activities used in order to reach operational skills on these keyboards in a limited amount of time.

COURSE OBJECTIVES:

Students will learn:

1. Basic skills necessary to input data by learning the method of "touch" keyboarding.
2. To reach operational skills of speed and accuracy keying straight-copy alphanumeric material.
3. To use some applied keyboarding applications typical of those found in business.
4. To do a simple block style letter with mixed punctuation; i.e., date, inside address, salutation, body, complimentary close, signature, and reference line.
5. To do a simple memo - To, From, Date, Subject and body.
6. Basic skills in grammar and punctuation necessary to produce small documents--business letters and short reports.
COURSE CONTENT:

1. Basic learning of alphanumeric keyboard and symbol keys.
2. Basic skill, technique, and fluency development.
3. Practice of some applied keyboarding applications typical of those found in business.
4. Compose short paragraphs aimed at increasing ability to think through a situation and key response with speed and accuracy.

INSTRUCTIONAL METHOD:

Individual work on learning the keyboard.
Individual work on drills for developing speed and accuracy.
Periodic inventory for weaknesses.
Evaluation to measure performance.

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

The student will be able to type a three-minute timed writing with three or less errors at the following speeds with at least two timings at one particular grade level:

   A  35 wpm
   B  30
   C  25
   D  20

The student will be able to complete the learning and activity materials so that they would be acceptable if done on the job.

Grading is made on the basis of:

- 35% - timed writings
- 35% - assignments and projects
- 30% - final exam

REFERENCES:

College Keyboarding - Lessons 1 to 60 Microsoft Word 6.0/7.0 Keyboarding & Formatting; VanHuss, Forte, Woo, and Hefferin South-Western