



COURSE SYLLABUS KEYBOARDING

COURSE DESCRIPTION:

<http://www.durhamtech.edu/html/current/noncredit/computer.htm>

The student will develop touch keyboarding skills using a computer keyboard, focus on alphabetic and numeric key pad; become familiar with numeric, symbol and function keys, drill for speed, accuracy and keyboard applications. Upon completion of basic keyboarding applications, the student will learn basic formatting skills such as editing and formatting mailable documents in MSWord format as well as inserting tables in documents.

INSTRUCTOR: Marjorie Hamilton, M.A., RHIA
E-mail: Available upon request before class

REQUIRED TEXT (*Provided for this class*):

South-Western College Keyboarding (Lessons 1-60), Van Huss, Hanson, Forde and Woo.

REGISTRATION AND FEES:

NC Senior Adults 65 or older are:

- 1) waived the **class fees** only for this skill building course
- 2) must pay all non-class fees that apply: \$9 (Lab Fee: \$5 and CAPS Fee \$4)
- 3) must complete a registration form three days before the class starts (see link below for registration form)

All other students:

- 1) will pay the total fee (includes course fee, lab fee and CAPS fee) as listed with the course description
<http://www.durhamtech.edu/html/current/noncredit/computer.htm>
- 2) must complete a registration form three days before the class starts:

Registration Procedures and links to Registration Forms:

<http://www.durhamtech.edu/html/corporate/policies.htm#registration>

Course Registration Information:

Program Assistant: Herleesha Anderson
andersonh@durhamtech.edu

Computer Program Information:

Program Director: Becky Roehrs
roehrsb@durhamtech.edu

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. Identify parts of the computer
2. Be aware of how to care for a computer
3. Be able to position hands correctly on a keyboard
4. Be able to use the correct fingers to type text or numbers
5. Be comfortable using a mouse
6. Be comfortable typing on a computer keyboard
7. Be aware of how to edit documents
8. Be able to format documents

COURSE OUTLINE:

- I.** Identify computer system components
 - A. Prepare computer system for use
 - B. Explain the use of computer system components

- II.** Demonstrate proper care of equipment and disks
 - A. Boot, access and exit software
 - B. Care for floppy disks
 - C. Care for workstation and peripheral equipment

- III.** Demonstrate proper keyboarding techniques
 - A. Position hands and body during keying for maximum efficiency
 - B. Use proper fingers for touch keying, alphabetic, numeric
 - C. Use mouse or other appropriate input device

- IV.** Demonstrate an acceptable level of keyboarding skills
 - A. Key timed drills at an acceptable rate of speed.
 - B. Key timed material within an acceptable error limit

- V.** Proofread and edit copy
 - A. Proofread for accuracy, content, correct grammar, spelling and punctuation
 - B. Become familiar with proofreader's mark
 - C. Edit copy

- VI.** Demonstrate an acceptable level of communication skills
 - A. Capitalization
 - B. Number expression

- VII.** Learn to create and format documents
 - A. Format documents professional in appearance
 - B. Format memos, reports and tables

- VIII.** Learn to use basic word processing functions with skill
 - A. Proofread and apply language art skills

Cell phones are to be turned off during class, unless you are on-call. Under these circumstances please put your cells phone on mute.

GRADING SCALE: In order to receive a satisfactory grade, the student is expected to attend 80% of the classes.

S = Satisfactory
NG = No grade

DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:

DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentervicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentervicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentervices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208.or by visiting the Student Development Office, Wynn Center, Room 1309.