

## **OST 131 KEYBOARDING**

### **COURSE DESCRIPTION:**

Prerequisites: None

Corequisites: None

This course covers basic keyboarding skills. Emphasis is on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at acceptable speed and accuracy using the touch system. Course Hours Per Week: Class, 1. Lab, 2. Semester Hours Credit, 2.

### **LEARNING OUTCOMES:**

In successfully completing this course, students will:

- a. Identify computer system components.
- b. Demonstrate proper care of equipment and disks.
- c. Resolve common computer problems.
- d. Demonstrate proper keyboarding techniques.
- e. Demonstrate an acceptable level of keyboarding skills.
- f. Determine appropriate format.
- g. Proofread and edit copy.

### **OUTLINE OF INSTRUCTION:**

- 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 and alphanumeric keys, and the ten-key number pad
  - C. Use function keys
  - D. Use mouse or other appropriate input device

- IV. Demonstrate an acceptable level of keyboarding skills
  - A. Key timed drills at a minimum of 32 words per minute for 3 minutes
  - 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. Use proofreader's marks
  - C. Edit copy
  
- VI. Demonstrate an acceptable level of communication skills
  - A. Capitalization
  - B. Number expression
  
- VII. Orientation to Word Processing
  - A. Letters
  - B. Memos
  - C. Reports

**REQUIRED TEXTBOOKS AND MATERIALS:**

Ober, Johnson, Rice, and Hanson. Gregg College Keyboarding, A Total Learning System. 10<sup>th</sup> ed. (Lessons 1-60 or Lessons 1-120). Glencoe, McGraw-Hill Publishers, 2006.

Other Materials Required: one disk

**STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.