

**OST 132**  
**KEYBOARD SKILL BUILDING**

**COURSE DESCRIPTION:**

Prerequisites: OST 131

Corequisites: None

This course provides accuracy- and speed-building drills. Emphasis is on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed. Course Hours Per Week: Class, 1. Lab, 2. Semester Hours Credit, 2.

**COURSE OBJECTIVES:**

In successfully completing this course, students will:

- a. Measure keyboarding speed and accuracy.
- b. Determine specific keyboarding problems through an analysis of the results of diagnostic tests.
- c. Select appropriate practice lessons based on diagnostic test.
- d. Establish particular skill-improvement goals.
- e. Measure overall skill-development progress at regular intervals.

**OUTLINE OF INSTRUCTION:**

- I. Basic Keyboarding Skills Review
  - A. Use proper techniques to key accurately and rapidly.
  - B. Vocabulary Builder
  - C. Review computer terms
  - D. Review Language and Grammar
- II. Course Entry and Exit
  - A. Measure speed and accuracy at beginning of course
  - B. Measure speed and accuracy at end of course
- III. Select appropriate Module at the Skillbuilding Sessions Menu
  - A. Alphabetic Practice
  - B. Individual Finger Practice
  - C. Word-Level Keystroking Practice
  - D. Frequently Used Word Practice
  - E. Horizontal/Vertical Reaches
  - F. Word Family Practice

- G. Concentration Practice
  - H. Frequently Misspelled Words Practice
  - I. Alternate-Hand Word Practice
  - J. Double-Letter Word Practice
  - K. Right-Hand and Left Hand Practice
  - L. Punctuation Practice
  - M. Word Problems
  - N. Symbol Practice
  - O. Keypad Practice
  - P. Number Practice
  - Q. Timed Evaluation
- IV. Diagnostic Test
- A. Pretest/Posttest Diagnostic Test
  - B. Supplemental Diagnostic Test
- V. Demonstrate an Acceptable level of keyboarding skills.
- A. Key timed drills at a minimum of 40 words per minute for 5 minutes
  - B. Key timed material with 5 or fewer errors.

**REQUIRED TEXTBOOK AND MATERIALS:**

Mach, J. L., Mach, K. A., and Mitchell, William. Paradigm Skillbuilding: Keyboarding with Speed and Control. EMC Paradigm, 2000.

**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.