COURSE TITLE: Keyboarding
COURSE NUMBER: WRPPT 100
CREDIT HOURS: 1 (Pass/Fail)
SEMESTER: Fall 2014
INSTRUCTOR: Jennifer Weeks
OFFICE: SGC 200H
OFFICE TELEPHONE: 792-2500
E-MAIL ADDRESS: jweeks@lcsc.edu
OFFICE HOURS: Tuesday and Thursdays 8:30-10 a.m. or by appointment
PREREQUISITE: None

REQUIRED MATERIALS: 1 memory stick

PURPOSE:

In the new millennium, the skills needed for success in virtually every career include keyboarding skills. This course is designed to develop strong keyboarding skills using letters, numbers, and symbols. Students will need to achieve a minimum of 28 words per minute on three two-minute timings with no more than five errors on each.

This is a comprehensive skill-building course using immediate feedback and individual goals. This course will develop touch control of the keyboard, develop proper keyboarding techniques, and build basic speed and accuracy skills. If students can demonstrate this keyboarding competency by a timed writing test, they will not have to take this course and may begin work in Word Processing I if it is required for their program.

Even though this course is considered an “elective,” it will enable students with weak keyboarding skills to build those skills to a level which will assist them in many other courses.

METHODS OF INSTRUCTION:

In this course, students will participate primarily in independent and individualized activities, as well as limited lecture and classroom discussion. These methods will allow students to develop good keyboarding skills and to develop and maintain healthy posture and habits.

The daily schedule includes:

- performing tension-relieving and relaxation exercises (as assigned) to develop healthy habits to carry into the workplace.

- backing up disks WEEKLY to develop good work habits and to ensure protection of records.

- printing out and turning in a report of all assignments and timed writings each week.
• asking questions when unsure about a process, but only after carefully checking the manual for the answer.

METHODS OF EVALUATION:

The computer courseware program will help students develop keyboarding skills by using variable drills, practices, and timed writings. To build good keyboarding skills, a student must develop, improve, and refine a number of basic techniques. The following techniques are crucial for all keyboard operators: correct stroking, level of response, and arrangement of workstation, which includes posture and keeping eyes on the copy. Once a student reaches the speed, accuracy, and technique requirements, they may progress on to a higher-level computer course such as Word Processing I.

Progress and success depend on attendance. If a student has repeated absences, or has not used his/her class time productively, the final grade for that semester may result in an “F.”

Any student found using another student’s assignments and/or doing assignments or timed writings for another student will receive an “F” for the number of credits for which he/she is registered for the course. This credit must be repeated during a later semester for the student to receive credit toward completion of his/her certificate or degree.

COURSE OBJECTIVES/GOALS: STUDENT OUTCOMES/GOALS/OBJECTIVES:

1. Perform keyboarding activities.
2. Identify and perform formatting principles.
3. Input numeric data.
4. Perform “start-up” procedures on a computer system.
5. Demonstrate speed and accuracy in typing material.
6. Demonstrate healthy posture and work habits.

CULTURAL DIVERSITY:

Lewis-Clark State College enhances and promotes the free exchange of ideas in an environment that celebrates the dignity, worth, and contributions of all ethnic and cultural backgrounds.

DISABILITY POLICY:

If course adaptations or accommodations are needed because of disability, if you need to make me aware of emergency medical information, or if you need special arrangements in case of building evacuation, please contact me by the 10th day of the semester.