

STANDARDIZED COURSE OUTLINE



SECTION I

SUBJECT AREA AND COURSE NUMBER: **BOT* 111**

COURSE TITLE: **Keyboarding for Information Processing I**

COURSE CATALOG DESCRIPTION:

Introduction to basic keyboarding techniques. Touch keyboarding covering the letter, figure and symbol reaches is introduced. Development of accuracy and formatting of office style documents including horizontal and vertical centering, word division, personal and business correspondence, outlines, reports, and data sheets to an acceptable level of competency

LECTURE HOURS PER WEEK: **3**

CREDIT HOURS: **3**

PREREQUISITE(S): **None**

SECTION II

A. SCOPE:

This course is intended for the student with limited or no prior exposure to touch keyboarding. It covers the fundamentals of keyboarding, business correspondence, memos, tables, and report/manuscript formatting with emphasis on accuracy, speed, and proofreading.

B. REQUIRED WORK:

Will vary by instructor.

C. ATTENDANCE AND PARTICIPATION:

Specific instructor policies are located in the class syllabus.

D. METHODS OF INSTRUCTION:

The methods of instruction are determined by each instructor and may include the instructor demonstrating from the instructor's workstation when warranted. The course emphasizes a "hands-on approach" which incorporates the students' psychomotor skills.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT

The following objectives and outcomes represent the department's core requirements for student achievement:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of :	Student will:	As measured by:
Keyboarding Technique	(a) Operate letter, number, and symbol keys by touch (b) Operate all parts of the microcomputer properly	(a) The instructor's determined evaluation. (b) The instructor's determined evaluation.
Keying from straight copy	Input straight copy for five minutes at the minimum rate of 25 wpm; a minimum of 10 timings with 5 or fewer errors is required	Timed writings and the instructor's determined evaluation.
Keying and formatting personal and business letters.	Type a letter from unarranged, rough-draft and script copy with the appropriate formatting.	Written quizzes, exams, computer exercises
Keying and formatting reports	Type an unbound, left-bound and two-page report with footnotes and/or references/endnotes, bibliography, and enumerations from rough-draft copy.	Written quizzes, exams, computer exercises
Create a table	Key and format a table centered horizontally and vertically	Written quizzes, exams, computer exercises
English Grammar Skills	Apply basic language arts principles while keying a variety of communications	Written quizzes, exams, computer exercises
Proofreading	Read keyed document and correct errors	Written quizzes, exams, computer exercises

F. TEXT(S) AND MATERIALS:

Keyboarding and Word Processing, Microsoft Word 2002, Lessons 1-60. VanHuss, Forde, Woo. Cincinnati, OH: South-Western, Thomson Learning, 2002. ISBN: 0-538-72482.

Two, 3.5" HD diskettes

Dictionary

G. INFORMATION TECHNOLOGY

This course must have a computer laboratory available.