Introduction to Keyboarding Technique

Course Information

**Division**  
Business

**Course Number**  
AIS 108

**Title**  
Introduction to Keyboarding Technique

**Credits**  
1

**Developed by**  
Tammy Campbell

**Lecture/Lab Ratio**  
0.5 Lecture/1 Lab

**Transfer Status**

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<tr>
<th>ASU</th>
<th>NAU</th>
<th>UA</th>
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<tr>
<td>Non Transferable</td>
<td>Elective Credit</td>
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**Activity Course**  
No

**CIP Code**  
52.0400

**Assessment Mode**  
Pre/Post Test (15 Questions/15 Points)

**Semester Taught**  
Fall and Spring

**GE Category**  
None

**Separate Lab**  
No

**Awareness Course**  
No

**Intensive Writing Course**  
No

**Diversity and Inclusion Course**  
No

**Prerequisites**

None

**Educational Value**

Keyboarding is the foundation of the automated office. It is a skill needed for success in virtually every career and is an essential skill for students. This course provides students with the opportunity to develop basic keyboarding skills.

**Description**

This course is designed to teach the keyboard and proper keyboarding technique. Identical to CMP 108.

**Supplies**

None
**Competencies and Performance Standards**

1. Use touch typing of alphabetic, numeric, and symbol keys.

   **Learning objectives**
   
   What you will learn as you master the competency:
   
   a. Use the touch typing method.

   **Performance Standards**
   
   Competence will be demonstrated:
   
   o in completion of assigned activities

   Criteria—Performance will be satisfactory when:
   
   o learner will use the touch typing method

2. Electronic keyboarding skill building.

   **Learning objectives**
   
   What you will learn as you master the competency:
   
   a. Diagnostic practice.
   b. Progressive practice.
   c. Paced practice.

   **Performance Standards**
   
   Competence will be demonstrated:
   
   o in completion of assigned activities

   Criteria—Performance will be satisfactory when:
   
   o learner reaches a words per minute rate of 20

**Types of Instruction**

Classroom Presentation.
Simulated or Actual Work Experience.

**Grading Information**

**Grading Rationale**

The factors that make up the final grade are:

Timings = 40%
Assignments = 45%
Posttest = 15%

**Grading Scale**

A  90 - 100%
B  80 - 89%
C  70 - 79%
D  60 - 69%
F  Below 59%