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: 1 Credit = .5 Lecture/1 Lab
Transfer Status:

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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

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. Uses 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. Develop electronic keyboarding skills through diagnostic, progressive, and paced practice.
   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%
Post-test = 15%

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