

EASTERN ARIZONA COLLEGE
Electronic Keyboarding I

Course Design
2016-2017

Course Information

Division Business
Course Number AIS 117
Title Electronic Keyboarding I
Credits 3
Developed by Tammy Campbell
Lecture/Lab Ratio 2 Lecture/2 Lab

Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

Activity Course No
CIP Code 52.0400
Assessment Mode Pre/Post Test (25 Questions/25 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 in the office technology program. This course provides students with the opportunity to develop basic keyboarding skills while also learning the basics of document processing.

Description

This course introduces techniques of computer keyboarding with emphasis on touch control, speed, and accuracy. Using a word processing program, the course also introduces the formats of reports, letters, memos, tables, and employment documents.

Supplies

USB storage device

Competencies and Performance Standards

1. Operate the entire keyboard by touch.

Learning objectives

What you will learn as you master the competency:

- a. Use correct fingering.
- b. Keep eyes on the copy.
- c. Keep forearms horizontal.
- d. Raise hands slightly when typing; wrists DO NOT touch the keyboard or desk.
- e. Make quick, choppy strokes.
- f. Maintain even, steady rhythm.

Performance Standards

Competence will be demonstrated:

- o during announced and unannounced teacher observation
- o on a teacher-rated Computer Technique Evaluation Form

Criteria - Performance will be satisfactory when:

- o learner uses correct fingering
- o learner keeps eyes on the copy most of the time while typing
- o learner's fingers are curved naturally over the home position, with the back of the hand at the same angle as the keyboard
- o learner's forearms are horizontal
- o learner's hands are slightly raised and wrists DO NOT touch the keyboard or desk
- o learner makes quick, choppy strokes
- o learner maintains even, steady rhythm

2. Demonstrate proper typing techniques.

Learning objectives

What you will learn as you master the competency:

- a. Arrange work area for greater efficiency.
- b. Adjust work station to fit oneself.
- c. Demonstrate proper body posture.

Performance Standards

Competence will be demonstrated:

- o during announced and unannounced teacher observation
- o on a teacher-rated Computer Technique Evaluation Form

Criteria - Performance will be satisfactory when:

- o learner's chair is positioned so that the upper and lower legs form a 90 degree angle and the lower back is supported
- o learner's keyboard is even with the front of the desk
- o learner's textbook is tilted and positioned on either side of the keyboard
- o learner's workstation is clear of unnecessary clutter
- o learner's body is centered opposite the J key
- o learner leans forward slightly from the hips, with the base of the spine touching the back

- of the chair
- learner's feet are flat on the floor
- learner keeps elbows alongside the body in a relaxed position

3. **Develop basic speed and accuracy skills.**

Learning objectives

What you will learn as you master the competency:

- a. Type continuously for 2 minutes.
- b. Type continuously for 3 minutes.
- c. Type continuously for 5 minutes.
- d. Type a minimum of 30 words a minute.
- e. Type averaging 1 error per minute.

Performance Standards

Competence will be demonstrated:

- on timed writings administered throughout the semester
- on the Posttest

Criteria - Performance will be satisfactory when:

- learner types continuously for 2 minutes
- learner types continuously for 3 minutes
- learner types continuously for 5 minutes
- learner types a minimum of 30 words a minute
- learner averages 1 error per minute

4. **Develop language arts skills.**

Learning objectives

What you will learn as you master the competency:

- a. Use correct spacing and punctuation.
- b. Correctly capitalize, punctuate, and spell.
- c. Recognize subject/verb agreement.
- d. Develop composing skills.

Performance Standards

Competence will be demonstrated:

- in the completion of assigned skill building exercises
- in the completion of assigned document processing tasks
- in the completion of the Posttest

Criteria - Performance will be satisfactory when:

- learner applies correct spacing and punctuation
- learner applies correct capitalization, punctuation, and spelling
- learner uses correct subject/verb agreement
- learner develops composing skills

5. **Format reports, letters, memos, and tables.**

Learning objectives

What you will learn as you master the competency:

- a. Apply effective keyboarding skills while completing document processing tasks.
- b. Use word processing software to complete documents.
- c. Use proper format for each type of document processing task.
- d. Use standard proofreading marks.
- e. Refine proofreading skills.
- f. Produce error-free documents.
- g. Create attractive documents.

Performance Standards

Competence will be demonstrated:

- o in the completion of assigned document processing tasks
- o in the completion of Progress Tests
- o in the completion of the Posttest

Criteria - Performance will be satisfactory when:

- o learner's documents are completed on or before due dates
- o learner's documents are prepared with proper format
- o learner's documents are error-free
- o learner's documents are attractive

Types of Instruction

Classroom Presentation & Demonstration

On Campus Lab

Grading Information

Grading Rationale

The factors that make up the final grade are:

Timings = 30%

Document Processing = 30%

Progress Tests = 30%

Post Test = 10%

Grading Scale

A standard scale is used for the final grade.

- A 90 - 100%
- B 80 - 89%
- C 70 - 79%
- D 60 - 69%
- F Less than 60%