

# EASTERN ARIZONA COLLEGE

## Electronic Keyboarding II

Course Design  
2016-2017

**Course Information**

**Division** Business  
**Course Number** AIS 118  
**Title** Electronic Keyboarding II  
**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 is for students who need to develop and build specific skills necessary to be successful in more advanced document processing courses.

**Description**

After a comprehensive review of basic keyboarding principles with emphasis on improving speed and accuracy as well as developing 10-key skills, students use a word processing program to produce a wide range of typical business correspondence, tables, reports, forms, and publications based on current office practices. At least one semester of keyboarding is recommended.

**Supplies**

None

## **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 self.
- c. Demonstrate proper body posture.
- d. Maintain appropriate keyboarding techniques throughout the course.

#### **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

- 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. Improve basic speed and accuracy skills.

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Type continuously for 5 minutes.
- b. Increase speed on 5-minute timings.
- c. Increase accuracy on 5-minute timings.
- d. Type a minimum of 35 net 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 5 minutes
- learner increases speed on 5-minute timings
- learner increases accuracy on 5-minute timings
- learner types a minimum of 35 net words a minute
- learner averages 1 error per minute

### 4. Refine 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. Use word processing commands necessary to produce documents.**

***Learning objectives***

*What you will learn as you master the competency:*

- a. Develop proficiency in using word processing features to produce documents.
- b. Choose best word processing features for a particular job.
- c. Produce a finished document efficiently.

***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 develops proficiency in using word processing features
- o learner chooses best word processing features to complete a particular job
- o learner produces a finished document efficiently

**6. Review formatting of reports, letters, memos, tables, and employment documents.**

***Learning objectives***

*What you will learn as you master the competency:*

- a. Apply effective keyboarding skills while completing document processing tasks.
- b. Use proper format for each type of document processing task.
- c. Produce error-free documents.
- d. 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

**7. Produce forms, specialized correspondence, special reports, and advanced tables.**

***Learning objectives***

*What you will learn as you master the competency:*

- a. Format forms using a template.
- b. Format specialized correspondence, including form letters.
- c. Format special reports, including agendas, minutes, procedures manuals, magazine articles, and itineraries
- d. Format tables using advanced word processing features.

### **Performance Standards**

*Competence will be demonstrated:*

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

*Criteria - Performance will be satisfactory when:*

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

## **8. Develop 10-key by touch.**

### **Learning objectives**

**What you will learn as you master the competency:**

- a. Demonstrate 10-key on the computer.

### **Performance Standards**

*Competence will be demonstrated:*

- in the keying of assigned learning exercises
- in the completion of 10-key tests

*Criteria - Performance will be satisfactory when:*

- learner demonstrates 10-key on the computer

### **Types of Instruction**

Classroom Presentation

Simulated or Actual Work Experience

### **Grading Information**

#### **Grading Rationale**

The factors that make up the final grade are:

Timings = 30%

Document Processing = 30%

Progress Tests = 30%

Posttest = 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 Below 60%