

EASTERN ARIZONA COLLEGE

Introduction to Keyboarding Technique

Course Design
2018-2019

Course Information

Division Business
Course Number CMP 108
Title Introduction to Keyboarding Technique
Credits 1
Developed by Tammy Campbell
Lecture/Lab Ratio 0.5 Lecture/1 Lab

Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

Activity Course No
CIP Code 11.0100
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 AIS 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%