

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
OSA 100S MICROCOMPUTER KEYBOARDING
1 CREDIT HOUR

COURSE DESCRIPTION

Basic touch keyboarding skills are developed; alpha, numeric, punctuation, and function keys on the microcomputer keyboard. Designed for persons who interact with microcomputers and need to do so effectively. NOTE: Credit for this course is usually not transferable to other institutions. Course may not be used as technical elective in the OSA program. Lab fee.

COURSE GOALS

The student will:

1. Demonstrate the correct "touch" system techniques for operating the alphabetic keys.
2. Demonstrate a straight-copy speed of 30 words-per-minute and an accuracy level of not more than two errors per minute.
3. Demonstrate the ability to follow oral and written directions.
4. Demonstrate the ability to detect and correct errors in completed work (i.e., proofread).
5. Perform the basic file management activities of creating, saving, deleting, and closing files using a popular word processing program.

CORE VALUES

The core values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Workstation Ergonomics
2. Basic Computer Functions
3. Introduction to Mastery Software
4. Alphabetic Keys
5. Numeric Keys (alphabetic keyboard and ten-key pad)
6. Symbol Keys
7. Skill Building
8. Straight-copy Timed Writings