

SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
OHA 100S INTRODUCTION TO KEYBOARDING
1 CREDIT HOUR

COURSE DESCRIPTION

Basic touch keyboarding skills are developed: alpha, numeric, punctuation, and symbol keys on the computer keyboard. Designed for users who need to effectively interact with computers. Prerequisite: CIT 100S or satisfactory computer assessment score. NOTE: Credit for this course is usually not transferable to other institutions. Course may not be used as technical elective in the OHA program. Lab fee.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
3	1. Demonstrate the correct "touch" system techniques for operating the keyboard.	1
3	2. Demonstrate a straight-copy speed of 30 words-per-minute and an accuracy level of not more than two errors per minute.	1
3	3. Demonstrate the ability to follow oral and written directions.	2
3	4. Demonstrate the ability to detect and correct errors in completed work (i.e., proofread).	9

CORE VALUES

The Core Values are a set of principles that 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 those Core Values whenever appropriate.

TOPIC OUTLINE

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