South Central College

OTEC 1790  Keyboarding for College

Course Outcome Summary

Course Information

Description
This course covers the development of basic keyboarding techniques using the touch-typing method of the computer. Emphasis will be on learning the touch-typing method of typing alphabetic, number and symbol keys. The keyboarding goal will be to attain a minimum rate of 35 words per minute with accuracy.

Total Credits  2
Total Hours  32

Types of Instruction

Instruction Type  Credits/Hours
Lecture

Pre/Corequisites

None

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Course Competencies

1. **Exhibit proper technique at the keyboard.**
   - Learning Objectives
     - Prepare an ergonomic workstation
     - Exhibit proper posture
     - Exhibit proper finger placement

2. **Determining words per minute and error correction.**
   - Learning Objectives
     - Define words per minute
     - Describe the backspace and delete key functions
     - List criteria for counting errors

3. **Keyboarding the home keys.**
   - Learning Objectives
4. **Keyboarding new keys.**

   **Learning Objectives**
   - Touch type H, E, O, and R keys
   - Touch type M, T, P, and C keys
   - Touch type the Right Shift, V, Period, and W keys
   - Touch type the I, Left Shift, Hyphen, and G keys
   - Touch type the U, B, Colon, and X keys
   - Touch type the Y, comma, Q, and Slash keys
   - Touch type the N, Z, Question Mark, and Tab keys

5. **Keyboarding number keys.**

   **Learning Objectives**
   - Touch type 5, 7, 3, and 9 keys
   - Touch type the 8, 2, and 0 keys
   - Touch type the 4, 6, and 1 keys

6. **Keyboarding the symbols.**

   **Learning Objectives**
   - Touch type $ ( ) ! keys
   - Touch type * # @ keys
   - Touch type & % @ keys

7. **Increase speed and accuracy.**

   **Learning Objectives**
   - Touch type with quick keystrokes
   - Concentrate on correct keystrokes
   - Practice keying straight copy

**SCC Accessibility Statement**

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: [www.southcentral.edu/disability](http://www.southcentral.edu/disability)

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.