



South Central College

# OTEC 1790 Keyboarding for College

## Course Outcome Summary

### Course Information

<b>Description</b>	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.
<b>Total Credits</b>	2
<b>Total Hours</b>	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**

Touch type the home keys (A S D F J K L ;)

Touch type the Space Bar

Touch type the Enter key

#### **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.