Keyboarding
Course Outcome Summary
Wisconsin Indianhead Technical College

Information
Alternate Title previously 106-181 Keyboarding (A)
Course Number 10106181
Credits 1
Instructional Area Office Systems/Technology
Instructional Level Associate Degree
Division Business
Developers Sandy Franson
Development Date 05/15/2000
Revision Date 06/01/2005
Revised By program mod / Sharon Duthie
Revision History Revised title, description, and core abilities

Types of Instruction

<table>
<thead>
<tr>
<th>Type of Instruction</th>
<th>Contact Hours</th>
<th>Outside Hours</th>
<th>Credits</th>
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<td>On Campus Lab and/or Shop Experience</td>
<td>32</td>
<td>0</td>
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<td>Totals</td>
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Description
This hands-on course emphasizes the introductory skills necessary in keyboarding using the touch system. You will master basic keyboard operation and develop keyboarding skills using the alpha, numeric, and symbol keys.
Course Level Learning Outcomes

Competencies

1. Manipulate computer hardware

   Performance Standards
   
   Competence will be demonstrated:
   o in a computer lab
   Criteria - Performance will be satisfactory when:
   o learner turns on computer, monitor, and printer
   o learner logs onto the network

   Learning objectives
   What you will learn as you master the competency:
   a. Demonstrate how to turn on computer and monitor
   b. Explain computer hardware
   c. Access the network

2. Operate the keyboard by touch

   Performance Standards
   
   Competence will be demonstrated:
   o in a computer lab
   o using timed material
   o by the end of the term
   Criteria - Performance will be satisfactory when:
   o learner keys alphabetic keyboard without looking at hands
   o learner keys a minimum gross words per minute - 25 WPM
   o learner keys with maximum of one error per minute

   Learning objectives
   What you will learn as you master the competency:
   a. Apply keying the alphabetic keys by touch
   b. Apply keying the numeric and symbol keys by touch

3. Demonstrate basic keyboarding functions

   Performance Standards
   
   Competence will be demonstrated:
   o in a computer lab setting
   o in a theory assessment
   Criteria - Performance will be satisfactory when:
   o learner demonstrates proper techniques at the keyboard with 78 percent accuracy
   o learner takes responsibility for his/her own learning

   Learning objectives
   What you will learn as you master the competency:
   a. Present keyreach techniques
   b. Discuss position--body, arms, wrists, fingers, eyes