AST 117
Keyboarding for Computer Usage

COURSE OUTLINE

Prerequisites:

Prerequisites: None

Course Description: Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques in a few short lessons. If you have been using the "two-fingered hunt-and peck" method, this class is for you. Designed for beginners of all ages.

Semester Credits: 1 **Lecture Hours: 1 Lab/Recitation Hours: 0**

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Course Outcomes

At the completion of this course, the student should be able to:

Type by touch without looking at the keyboard, using correct techniques.

Know the arrangement of the alphabet and numeric keypad on the keyboard.

Build speed and accuracy through proper keyboarding techniques.

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Required Materials:

Textbook:

All materials for this course will be provided by the instructor.

The textbook, *Gregg College Keyboarding & Document Processing*, 10th ed. will be used during class, but returned to the instructor at the end of each day's class session. Students are given a handout with practice drills for each lesson.

The following supplementary materials are available:

1. None

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Topical Description:

Week 1: Introduction to Correct Keyboarding Techniques; Lesson 1 & part of Lesson 2

Week 2: The rest of Lesson 2 & all of Lesson 3

Week 3: Lessons 4, 5, & 6

Week 4: Lessons 7, 8, & Numeric Keypad

Week 5: Lessons 9 & 10

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1. Students receive a grade of P (Pass) or U (Unsatisfactory) based on attendance and class participation. If a student misses a seminar session, he or she will receive an "Unsatisfactory" grade unless the student makes arrangements with the instructor to make up the missed work and produce assignments. (Only <u>one</u> absence may be made up.)

2. No exams are given; however, students must participate in the class by completing exercises and homework.