



## BT 1100

**Division:** Business and Technology

**Department:** Business Technology

**Course:** BT 1100

**Title:** Keyboarding Basics

**Catalog Description:**

This course is designed to help students learn beginning keyboarding skills using a computer. Fundamental keyboarding skills and proper techniques are emphasized. This course is for students with no previous training in keyboarding.

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**Credit/Time Requirement:** Credit: 1; Lecture: 0; Lab: 1

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** Yes

**Prerequisites:** Basic English skills

**Justification:**

- Job Entry: Today, keyboarding skills are required in nearly every occupation, especially those pursuing careers as administrative assistants or office technicians.
- Applied Technology Support: Because keyboarding skills are critical to many occupations today, this course is taken by a wide cross-range of college students.
- Preparation for Major: Keyboarding Basics allows students with no prior keyboard knowledge or with dated keyboard experience to gain the skills necessary for success in other courses requiring keyboarding skill.

**Student Learning Outcomes:**

At the completion of the course, students should:

- Know correct letter, number, and symbol key reaches.
- Key by touch.
- Use proper keyboarding technique.
- Know the correct spacing rules for numbers, symbols, and punctuation marks.

**Content:**

BT 1100

Course objectives will be accomplished by completing the following course sections:

- Alphabetic Keyreaches
- Figure and Symbol Keys
- Extended Skillbuilding

**General Education Outcomes:**

**Applied Education Outcomes:**

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will learn to effectively use the keyboarding software. By applying the keyboarding skills learned in class, they will be more efficient and better prepared to enter the business environment.

**Key Performance Indicators:**

Assessment of student performance in class:

The alphabetic keys are reviewed. Every lesson contains exercises of 15-second, 30-second, and 1-3 minute timings, and students are encouraged to meet the speed and accuracy goals in each exercise before continuing on to the next one. Progress Reports and Grade Reports help students evaluate their progress.

- Keyboarding technique will be evaluated by the instructor: 10 percent of final grade
- Students will demonstrate their keyboard skill through timed speed tests administered with grades based on both speed and accuracy: 80 percent of final grade
- Class attendance is imperative to student success: 10 percent of final grade

Percentages are approximate.

**Representative Text and/or Supplies:**

VanHuss, *College Keyboarding*, current edition or equivalent, Southwestern.

**Optimum Class Size:** 18

**Maximum Class Size:** 19

**Signatures:**

I hereby submit this course syllabus:

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Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

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Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

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Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)