



## **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: Keyboarding skills are required in nearly every occupation.
- Applied Technology Support: This course is taken by a wide cross-range of college students because keyboarding skills are critical to many occupations.
- Preparation for Major: Keyboarding Basics allows students with no prior keyboarding knowledge or with dated keyboarding 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 alphabetic, punctuation, numbers, and symbol key reaches.
- Key by touch.
- Use proper keyboarding technique.

**Content:**

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

- Alphabetic Keys

- Number 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 keyboarding skills which will prepare them to meet the expectations of employers in the business world. The instructor will evaluate assignments to provide feedback.

**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. Students cannot progress unless accuracy levels are reached for each exercise. Progress Reports and Grade Reports help students evaluate their progress.

- Keyboarding technique will be evaluated by the student.
- Keyboarding speed will be measured through a series of timed speed tests with grades based on both speed and accuracy.

**Representative Text and/or Supplies:**

Ellsworth, Barbara. *Keyboard Mastery*, current edition or equivalent, Ellsworth Publishing Company.

**Optimum Class Size:** 20

**Maximum Class Size:** 25

**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)