



## BT 1120

**Division:** Business and Technology

**Department:** Business Technology

**Course:** BT 1120

**Title:** Keyboard Skillbuilding

**Catalog Description:**

This course is for students who want to improve keyboarding skill. It emphasizes increasing speed and improving accuracy through improved techniques using drills and timings.

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**Credit/Time Requirement:** Credit: 1; Lecture: 0; Lab: 2

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** Yes

**Prerequisites:** BT 1100 or consent of instructor

**Justification:**

This course is not required for Business Technology majors; however, this class may be taken by any major who desires to improve keyboarding speed and/or accuracy.

Some students need and can profit from additional keyboarding training in order to build speed and accuracy skills. Any and all of this training would upgrade job entry skills.

**Student Learning Outcomes:**

At the completion of the course, students will have:

- Reviewed letters, figures, and symbols.
- Emphasized keystroking technique drills to help develop improved techniques and build efficient keystroking patterns.
- Demonstrated proper keyboarding techniques.
  - Positioned hands and body during keying for maximum efficiency.
  - Applied ergonomic standards to keyboarding.
  - Used proper fingers for touch keying alphabetic, numeric, and alphanumeric keys, and the ten-key number pad.
  - Used function keys.
  - Used mouse, pen, or other appropriate input device.
- Improved keyboarding accuracy and speed.
- Transferred straight copy skills to the typing of script, rough draft, and statistical copy.

- Emphasized proofreading and correcting skills.

**Content:**

Course objectives will be accomplished by

- Pretest/Diagnosis
- Corrective Practice
- Skill-Development Paragraphs/Exercises
- Posttest/Appraisal

Lab time will consist of drill work on problem keyboarding areas and timings working on increasing speed and accuracy.

**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:

- Students are given points for attendance and participation: 10 percent of final grade
- Daily assignments are graded which demonstrate that students have practiced their keyboarding problem areas: 40 percent of final grade
- Technique is graded by the instructor. Several evaluations are given so that a student may continue to strive for correct technique: 10 percent of final grade
- Students develop adequate speed and accuracy to use the keyboard efficiently in future courses using keyboarding skills: 40 percent of final grade

Percentages are approximate.

**Representative Text and/or Supplies:**

Sharp, *Keychamp Software*,, current edition or equivalent, Southwestern.

**Optimum Class Size:** 18

**Maximum Class Size:** 19

**Signatures:**

I hereby submit this course syllabus:

---

Lisa Anderson, MS, Associate Professor

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

---

Lisa Anderson, MS, Associate Professor, Chair

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

---

Doug Dyreng, MS, Associate Professor, Dean

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

---

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

---

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)