JEFFERSON COLLEGE
COURSE SYLLABUS

BIT100
KEYBOARDING SKILLBUILDING
1 Credit Hour

Prepared by:
Terry C. Barton
November, 2007
Updated March 31, 2008

Career and Technical Education
Dr. John Keck, Dean
Brenda Russell, Associate Dean
BIT 100 Keyboarding Skillbuilding

I. CATALOG DESCRIPTION

A. Prerequisites: None
   Keyboarding Skillbuilding is a requirement for all BIT Associate of Applied Science degree and certificate majors. (F, S)

B. 1 semester hour credit (5-week session)

C. Keyboarding Skillbuilding teaches the touch method using a computer keyboard. This course is devoted to basic mastery of alphanumeric, punctuation, and symbol keys.

D. Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 30 to 35 wpm on five-minute timings with five or fewer errors.

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

| Students will practice basic operations using the latest version of Microsoft Windows. | Students will demonstrate and perform basic operations using the latest version of Microsoft Windows. |
| Students will practice basic operation of the computer and peripheral equipment. | Students will demonstrate the basic operation of the equipment, including turning on and off the microcomputer, booting programs, handling disks, and printing. |
| Students will practice the touch method of keyboarding using the home-row technique of alphabet and symbols. | Students will utilize the touch method of keyboarding to produce practice copy and timed writings on in-class exam. |
| Students will improve skill building (speed and accuracy). | Students will apply skill building (speed and accuracy) in keyboarding by demonstrating their ability to keyboard at speeds of 25 to 35 wpm on three-minute timings with three or fewer errors. |
III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Microsoft Windows
   1. Windows desktop help elements
   2. Help features
   3. File management

B. Alphabetic Keys
   1. Learn home row, space bar, enter/return key, and all alphabetic keys
   2. Learn right and left shift keys, comma, colon, period, question mark, and tab keys
   3. Achieve improved skill building through reinforcement drills
   4. Attain keyboarding speed and accuracy of at least 25 wpm on three-minute timings with three or fewer errors.

C. Numeric Keys
   1. Learn hyphen, dash, underscore, apostrophe, and quotation mark
   2. Learn exclamation point, dollar sign, pound/number sign, and ampersand
   3. Learn asterisk, percent sign, left/right bracket, left/right parenthesis, cent sign, at sign, equals sign, and plus sign
   4. Learn slash, diagonal, less than sign, greater than sign, exponent sign, and backslash

D. Alphabetic Review
   1. Achieve increased skill building
   2. Attain keyboarding speed and accuracy of 35 wpm on three-minute timings with three or fewer errors

IV. METHODS OF INSTRUCTION

A. Demonstrations

B. Lecture

C. Informational Handouts

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS

Paper and 3 ¼” data disks will be furnished for the student
VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

A. Timed Writings
B. Diagnostic Drills
C. Performance Tests
D. Attendance

This course is evaluated on a pass/fail basis.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.