



MASTER COURSE OUTLINE

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Date: May 2013

COURSE TITLE

Basic Keyboarding

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 101

(Formerly: OFF101)

CIP Code: 52.0408

Intent Code: 21

Program Code: 547

Credits: 1-2

Total Contact Hrs Per Qtr.: 44

Lecture Hrs:

Lab Hrs: 44

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course gives emphasis to learning the keyboard; namely, the alphabet, numbers, and symbols. This course is designed for the individual who has never taken a keyboarding class, who may want to renew keyboarding skills, or who wants to change keyboarding habits.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Basic Keyboarding Text as determined by BIM faculty (Example: *Gregg College Keyboarding & Document Processing: Lessons 1-20* by Ober, Johnson, and Zimmerly)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Operate keys by touch
2. Key material at a minimum speed of 20 words per minute with accuracy of 1 or fewer errors per minute

INSTITUTIONAL OUTCOMES

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

Alphabet Keys

Numbers & Symbols

DEPARTMENTAL GUIDELINES (optional)

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the

course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE