

Course Name: Keyboarding

Course Code: TY0080

Duration: 18 hours

Instructor: William Shaw
539-2713
C207
Office hours posted on office door

Purpose: Provide the student with a basic introduction to keyboarding and the use of the computer.

Text: Drill book purchased from bookstore

Suggested Supplies: One 3 1/2" computer disk

Course Content: Students will complete seven lesson units covering skills designed for beginning typists.

Format: Lecture and practical application.

Evaluation: The student must complete all portions of the course in order to pass the course. Marks will be awarded as a **CR** (credit) for completion and **NC** (no credit) for incompleton.

Objectives:

- Identify main parts of a computer
- Demonstrate ability to access word processing program
- Demonstrate ability to name and recall files
- Demonstrate ability to use features of processing program
- Demonstrate ability to use printer
- Demonstrate correct use of disk handling
- Model proper keyboarding posture
- Model proper hand/key placement
- Identify home row
- Demonstrate keyboarding without looking at keys
- Complete course work in required time frame of 18 hours