

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 08-19-24

I. CATALOG DESCRIPTION

Course Number: OFFT1150
Course Title: Basic Keyboarding
Prerequisite(s): None

Catalog Description: Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Introduction and development of techniques using the ten-key pad.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES *Course will teach students to*

- A. Introduce students to keyboarding letters rhythmically by touch using the letter-by-letter method.
- B. Review for students alphabet letters, numbers, and symbols through Mastery lessons.
- C. Identify speed and accuracy weaknesses through directed activities.
- D. Help students improve accuracy and speed through introductory and mastery lessons.
- E. Meet the accuracy and speed minimum requirements of the course.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Key rhythmically all letters by touch using the letter-by-letter method.
 - 2. Gain mastery of alphabetic, numeric, and symbols through mastery lessons.
 - 3. Guide students through lessons to improve speed, accuracy, and control.
 - 4. Establish improved performance through mastery lessons.
 - 5. Key 30 GWAM with no more than three errors for three minutes on a minimum of three timings.
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 6: Career and Life Skills
 - Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

IV. CONTENT/TOPICAL OUTLINE *(course outline may provide more detailed information)*

- A. Introduction to Keyboarding
 - 1. Keystroking by touch using letter-by-letter method
 - 2. Correct Techniques and finger placement
- B. Alphabetic Mastery
 - 1. Keyboarding and reinforcement
 - 2. Accuracy and skillbuilding drills
 - 3. Speed and accuracy development
 - 4. 15- and 30-second; 1-, 2-, and 3-minute mastery timings

- C. Punctuation, Numbers, and Symbols
 1. Introduction to punctuation, numbers, and symbols on the alphabetic keyboard
 2. Mastery lessons for punctuation, numbers, and symbols
- D. Ten-Key Mastery
 1. Keystroking by touch
 2. Correct Techniques and finger placement

V. **INSTRUCTIONAL MATERIALS**

- A. Required Access Codes: Barbara Ellsworth. *Keyboarding Online Access Code*. Ellsworth Publishing.
- B. One code required for each software, *Keyboard Mastery* and *Ten-Key Mastery*.

VI. **METHODS OF PRESENTATION/INSTRUCTION**

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

VII. **METHODS OF EVALUATION**

- A. Methods of evaluation typically include a combination of the following:
 1. **Attendance Policy:** Attendance in each class session is strongly recommended to ensure that you attain the required keyboarding techniques and skills.
 2. To receive a minimum grade of C, these four requirements must be completed. If these requirements are not met, a grade of D or F will be given.
 - a. **Technique:** At all times, the student must demonstrate the correct keyboarding techniques and be evaluated five times during the term.
 - b. **Alphabetic Keyboarding Lessons:** All lessons must be completed as assigned. The software does not allow a student to skip lessons!
 - c. **Timed Writings:** Three 3-minute timed writings at 30 gross words a minute (GWAM) or higher and with three or fewer errors must be completed during the term. Your three best timings will be graded.

NOTE: It is highly recommended that a rate of 35-40 GWAM be attained if the student's program requires an additional keyboarding class in which 40 GWAM is a C and 50 GWAM is an A.

GWAM	0 errors	1 error	2 errors	3 errors
45	100%	98%	96%	94%
40-44	92%	90%	88%	86%
35-39	84%	82%	80%	78%
30-34	76%	74%	72%	70%
BELOW 30 – Not acceptable for a timing grade.				

d. **Ten-Key Mastery:** All lessons and exams must be completed.

Based on Accuracy at a Minimum of 95 Percent							
Rate of Keystrokes Per Hour	Grade	Rate of Keystrokes Per Hour	Grade	Rate of Keystrokes Per Hour	Grade	Rate of Keystrokes Per Hour	Grade
10,000+	100						
9,900	99	8,900	89	7,900	79	6,900	69
9,800	98	8,800	88	7,800	78	6,800	68
9,700	97	8,700	87	7,700	77	6,700	67
9,600	96	8,600	86	7,600	76	6,600	66
9,500	95	8,500	85	7,500	75	6,500	65
9,400	94	8,400	84	7,400	74	6,400	64
9,300	93	8,300	83	7,300	73	6,300	63
9,200	92	8,200	82	7,200	72	6,200	62
9,100	91	8,100	81	7,100	71	6,100	61
9,000	90	8,000	80	7,000	70	6,000	60

3. **NOTE:** The instructor’s directions for printing and submitting lessons and timed writings should be followed.

How Your Grade Will Be Calculated	
10%	Five Technique Evaluations (four keyboarding technique evaluations and one ten-key technique evaluation)
5%	Discussion Questions
20%	All assigned lessons
45%	Timed Writings All timings must be completed Best <u>three</u> timings will be graded (minimum 30 GWAM with three errors or fewer on a three-minute timing)
20%	Ten-Key Mastery (Must complete all lessons and exams) that meet speed and accuracy requirements
All assignments in each section above must be completed, as Lesson Skipping is not allowed!	

B. SCC STANDARD GRADING SCALE POLICY

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Student must complete all lessons in keyboarding software and all lessons and exams in ten-key software meeting benchmark speed and accuracy minimums.
- B. Student must also key 30 GWAM with no more than three errors on 3 three-minute timings
- C. Student must achieve a grade of C to meet the required course prerequisite for Intermediate Keyboarding (OFFT1160).
- D. Students cannot pass this class without completing all technique evaluations and timed writings that meet both speed and accuracy requirements!

