

SYLLABUS

DIVISION: Business and Engineering Technology

REVISED: Spring/2014

CURRICULA IN WHICH COURSE IS TAUGHT: Information Systems Technology

COURSE NUMBER AND TITLE: AST 114 Keyboarding for Computer Usage

CREDIT HOURS: 2 **HOURS/WK LEC:** 2 **HOURS/WK LAB:** N/A **LEC/LAB COMB:** N/A

I. CATALOG DESCRIPTION: This course teaches the alphabetic and numeric keys. The course also develops correct keying techniques and competency in the use of computer keyboards. May include basic correspondence and report formats.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:

Demonstrate proficiency in the fundamental information technology skills required to provide user support in business.

III. REQUIRED BACKGROUND/PREREQUISITIES: N/A

IV. COURSE CONTENT:

- Proper keying technique
- Alphabetic keys
- Figure and symbol keys
- Correct spacing and punctuation
- Developing speed and accuracy

IV. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)

x	Communication		Personal Development
	Critical Thinking		Quantitative Reasoning
	Cultural and Social Understanding		Scientific Reasoning
x	Information Literacy		

VI. LEARNER OUTCOMES

Learner outcome (starts with verb)

- Operate by touch the letter, number and symbol keys

Learner outcome

- Demonstrate proper typing technique

Learner outcome

- Identify and count typing errors and determine speed

Learner outcome

- Use correct spacing with punctuation

Learner outcome

- Correctly use capitals, commas, apostrophes and numbers

Learner outcome

- Type at a minimum speed of at least 20 wpm

VII. EVALUATION

Evaluation method

Lesson assignments

Tests

Timed writings

Evaluation method

Faculty observation

Lesson assignments

Timed writings

Evaluation method

Lesson assignments

Timed writings

Evaluation method

Lesson assignments

Tests

Timed writings

Evaluation method

Lesson assignments

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