



Lakeshore Technical College

10-106-132 Keyboard Speedbuilding

Course Outcome Summary

Course Information

Description	...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method. COREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent
Total Credits	1
Total Hours	36

Program Outcomes

1. Apply technology skills to business and administrative tasks

Criteria

- 1.1. you select appropriate technology
- 1.2. you apply technology to accomplish tasks
- 1.3. you integrate multiple resources when appropriate
- 1.4. you troubleshoot and solve problems in technology and systems

2. Perform routine administrative procedures

Criteria

- 2.1. you process documents and correspondence
- 2.2. you demonstrate professional telecommunication techniques
- 2.3. you manage filing systems in accordance with standards (i.e. ARMA)
- 2.4. you maintain electronic records & security
- 2.5. you record minutes
- 2.6. you use calendaring and scheduling tools
- 2.7. you prioritize routine tasks

Course Competencies

1. Keyboard the alphabetic keys by touch method

Linked Program Outcomes

Apply technology skills to business and administrative tasks
Perform routine administrative procedures

Assessment Strategies

- 1.1. 3-minute timed writing

Criteria

- 1.1. You keep eyes on copy when keying
- 1.2. you use correct finger placement

Learning Objectives

- 1.a. Position fingers correctly on home row

- 1.b. Use correct finger reaches for adjacent keys
- 1.c. Complete repetitive drill to improve accuracy

2. Keyboard numeric and symbol keys using the touch method.

Linked Program Outcomes

Apply technology skills to business and administrative tasks
Perform routine administrative procedures

Assessment Strategies

- 2.1. 3-minute timed writing

Criteria

Performance will be satisfactory when:

- 2.1. you keep eyes on copy when keying
- 2.2. you use correct finger placement

Learning Objectives

- 2.a. Position fingers correct on home row
- 2.b. Complete repetitive drills to improve accuracy
- 2.c. Use correct finger reaches for adjacent keys

3. Keyboard with speed and accuracy

Linked Program Outcomes

Apply technology skills to business and administrative tasks
Perform routine administrative procedures

Assessment Strategies

- 3.1. 3-minute timing

Criteria

You will know you are successful when:

- 3.1. you key at a rate of 45+ wpm
- 3.2. you key with no more than two errors on a 3-minute timing

Learning Objectives

- 3.a. Position fingers correctly on home row
- 3.b. Use correct finger reaches for adjacent keys
- 3.c. Use repetitive drills to improve accuracy
- 3.d. Complete repetitive drills to increase speed