

Welcome to

BASIC KEYBOARD MASTERY

OFTD-1160 Internet Format

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Course Description: This course is designed for the personal use of keyboarding skill. It is intended for the beginning student and those who have had a minimum of keyboarding instruction. The major objective is to develop touch control of the keyboard using proper keyboarding techniques while building speed and accuracy. (2 credits: Prerequisites: None)

Textbook & Kit: COLLEGE KEYBOARDING kit, Lessons 1-20, 10th edition, by Ober, Johnson, Zimmerly, McGraw-Hill, Irwin Publishing, 2005.

Learning Outcomes

- Demonstrate keyboarding skills acceptable for personal use
- Demonstrate the proper reach techniques for all alphabetic and number/symbol keys using the touch method
- Demonstrate proper use of the space bar, return keys, tab key and other significant keys associated with the keyboard
- Demonstrate proper keyboarding technique while applying keyboarding skills
- Produce 1-, 2-, and 3-minute timed writing with a limited number of errors

System Requirements: Windows 98 or higher

- IBM or compatible PC with a Pentium II or higher
- 16 Mb of RAM required for Windows 98, 32 Mb RAM for Windows NT, 2000, ME, 128 Mb for XP (64 Mb may be sufficient)
- Hard disk drive
- Color monitor that supports 800 x 600 high or true color resolution
- Microsoft-compatible mouse and standard Keyboard
- High-density 3.5" floppy disk drive or flash (jump) drive (for saving data)
- CD—ROM drive (8X or faster)
- A printer is recommended but not required
- Also recommended: Standard audio care compatible with MS Windows
- Modem and Internet Service Provider, such as MSN, AOL, Cox, ATT, etc.
- Netscape Navigator 7.0 or higher or Microsoft Internet Explorer 6.0

**MICROCOMPUTER WORKSTATIONS WITH THESE REQUIREMENTS
ARE AVAILABLE FOR YOUR USE WITHIN THE DEPARTMENT**

Classroom Procedure: Three (3) on-campus meetings are required per semester—beginning, mid-point, and end of semester for observation and grading purposes.

Attendance is mandatory for all 3 required on-campus meetings. If you do not appear for these meetings, you cannot be evaluated. If you cannot be evaluated, you cannot pass the course.

All lessons are to be completed with the Full-Text Editing feature turned OFF for timings and drills. From the Menu Bar in the keyboarding program, click Options; then Settings. In the lower left-hand corner, click the checked box to turn this feature off.

<u>Grading:</u>	Lessons (includes 1- and 2-minute timings: See Scale below.)	70%
	2- and 3—minute timings (Final)	20%
	Keyboarding Technique	10%

Note: All work assigned for a particular week is due no later than Friday evening at the end of the week in which the work is assigned. **One point per week will be deducted from your final average for any late, missing, or incomplete lessons.**

Important: Please keep in mind that in order to pass this course you must be able to complete lessons and timings in your text without looking at the keys. Students will be assigned keyboarding shields for the last class meeting.

Timing/Grade Scale for 1-Minute (Lessons 1-10) and 2-Minute (Lessons 11-20) timings:

If timings are not within the allowable error limit, 3 points (on 1-minute timings) or 2 points (on 2-minute timings) will be deducted from your base grade for each additional error. For example, on a 1-minute timing with 24 WAM and 4 errors, the base score is 97. Since only 3 errors are allowed on 1-minute timings, the student's grade is reduced to 94.

Lessons 1-10

Lessons 11-20

1-Minute timings, 3 errors or less

2-Minute timings, 5 errors or less:

Words A Minute (WAM)	Grade	Words A Minute	Grade
25+	100	30+	100
24	97	29	98
23	93	28	96
22	90	27	94
21	88	26	92
20	85	25	90
19	83	24	88
18	80	23	86
17	78	22	84
16	75	21	82
15	73	20	80
14	70	19	78
13	67	18	76
12	64	17	74
11	60	16	72
10 and below	50	15	70
		14	67
		13	64
		12	60
		11	57
		10	54
		9	50

Final: 3-Minute timing, by touch, with 5 error maximum: If timings are not within the allowable error limit, three (3) points will be deducted from your base grade for each additional error. For example, on a three-minute timing with 29 WAM and 6 errors the base score is 97. Since only 5 errors are allowed, the base grade is reduced to 94.

Words A Minute	Grade	Words A Minute	Grade
30	100	19	68
29	97	18	65
28	94	17	62
27	91	16	59
26	88	15	56
25	85	14	53
24	83	13	50
23	80	etc.	
22	77		
21	74		
20	71		

This page designed and developed by Prof. T. Squizzero
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