



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**KEYBOARDING FOR COMPUTERS
OFT1611 1 Credit Hour**

Student Level:

This course is open to students on the college level in either the freshman or the sophomore year.

Catalog Description:

OFT1611 - KEYBOARDING FOR COMPUTERS (1 hr)

This course is designed to develop utilization of the touch system of keyboarding on the standard keyboard and manipulation of the operative parts of the keyboard. Emphasis will be on accuracy with speed. Students cannot be enrolled simultaneously in this course and either OFT1612 Basic Document Formatting or OFT1614 Advanced Document Formatting.

Prerequisites:

None

Controlling Purpose:

Keyboarding for Computers is designed as an intensive course to develop skills in the touch system for the standard keyboard and manipulation of operative parts of the keyboard. Basic skills in computer usage necessary to keyboard operation will be developed. Accuracy will be stressed.

Learner Outcomes:

Competencies will be developed in basic keyboarding skills using the computer.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for

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taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

Typing Speed and Accuracy						
Outcome: The student will develop the ability to type by touch and will increase typing speed and accuracy.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Boot up the computer and enter the keyboarding program.
						Use proper keyboarding positions regarding posture, hand, arm, and feet placement.
						Use proper fingering techniques on alphabetic keyboard.
						Use proper fingering techniques on the number row of the keyboard.
						Operate by touch the letter, number, and symbol keys.
						Use the correct spacing with punctuation.
						Type at least 25 wpm on a 2-minute timing with no more than 5 errors.

Projects Required:

Student will complete the required programmed lessons.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Microcomputers
Internet

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Timeframe:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.