COURSE DESCRIPTION

Prerequisites: None

The self-paced course provides students a process of inputting data or text using a keyboard. Students acquire an essential skill for many careers by learning proper operation of the keyboard. Topics include understanding the basic parts of a microcomputer system, recognizing and using proofreader’s marks, and demonstrating proper spacing with various punctuation marks. The student will learn the alpha and numeric keyboard by touch while developing speed and accuracy.

This is a 2 credit hour course. (2 lec.)

WECM END-OF-COURSE OUTCOMES: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

STUDENT LEARNING OUTCOMES:

Upon successful completion of ITSC 1291 Keyboarding for Computer Majors, students will be able to:

- Identify major parts of a computer keyboard
- Demonstrate correct posture to produce accurate and productive work
- Develop touch control of the home keys, enter key, and space bar
- Develop touch control of the alphabet keys
- Develop touch control of the number keys
- Develop touch control of the symbol keys

COURSE MATERIALS


Other: Paper and pencil

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
**Major Course Requirements**

Students will complete START HERE Assignments
Students will complete a Learning Style Inventory.
Students will participate in Discussion forums addressing talking points about topics in each lecture unit.
Students will complete keyboarding lab assignments on the following topics:

- **Alphabet Keys**
- **Number Keys**
- **Symbol Keys**

A 5-minute skills based assessment will evaluate the student’s speed and accuracy skills.
A final exam will evaluate the student’s understanding of keyboarding concepts.

**Subject Matter**

Topics covered in the lecture portion of the course include:

- Classroom Procedures
- Overview of the microcomputer
- Proper typing techniques
- Use of home keys, and space bar, and the enter key:
- Major parts of a microcomputer system.
- Major parts of a computer keyboard
- Correct posture to produce accurate and productive work
- Proper typing techniques
- Count typing errors and determine speed

**Disclaimer**

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

**Policies**

Students should click on the links below and read all of these policies.

- [General institutional policies](#)
- [Course-related institutional policies](#)