#### Welcome to Beginning/Intermediate Keyboarding

*Course Syllabus*

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**Course description**

Through the use of computerized keyboarding students are taught proper position and correct keying techniques to develop accuracy and speed to achieve industry entry-level skill in creating documents, letters, memos, reports and tables.

### **Course Objectives**

* Students will use proper keyboarding position and technique.
* Students will focus on accuracy and speed.
* Students will improve the accuracy and speed on timed writings and production work.
* Students will demonstrate proofreading skills.

**Course Text**

* Century 21, Keyboarding and Information Processing,
* South-Western Educational Publishing; Robinson Hoggatt, Shank, Beaumont, Crawford, Erickson.

### **Work Standards**

* Please arrive on time for each class meeting.
* Please notify me if you must leave early for any class session.
* Follow the ground rules of the course.

### **Ground Rules**

* **Two-minute Rule:** When you work at the computer, don’t struggle with a task that is not working for more than two minutes before asking for help.
* **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
* **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

**Supplementary Texts & Materials**

* Computer Typing Programs
* Keyboarding Simulations
* Keyboarding Handouts

**Content of the Course**

* Computerized Keyboarding: Alphanumeric keyboard all letters and symbols
* Completion of Units 1-33 in the text.
* Drill work on correct stroking and technique with eyes on copy.
* Production work on business letters, personal letters, centering, reports, etc.

**Evaluation**

* Five-Minute timed writings: focus on both speed and accuracy
* Drill Work & Typing Program Lessons
* Production Work: All production work must have fewer than five errors or the lesson will be repeated
* A final exam will be given.

Below is a table to be used as a guide only as grades or not given in the Delano Adult School Business Education Courses.

**Timed Writing**

 35+ A

 30 - 34 B

20 - 29 C

15 - 19 D

 0 - 14 F

**Course Percentage Scale**

* Timed Writing 40%
* Drill Work & typing program lessons 40%
* Production work 20%

### **To obtain a “Typing Certificate” for speed and accuracy, a score of 35 Net Words Per Minute (nwpm) must be achieved with less than five error**