



**Course Name:** Keyboarding for Information Processing I

**Course Number:** BOT 111

**Credits:** 3

**Catalog description:** A beginning course in touch keyboarding emphasizing mastery of the keyboard and correct alphabetic, numeric, and numeric keypad fingering techniques, centering, memorandums, personal business letters, business letters, tabulations, business reports and manuscripts. This course is open to all students and is designed for both personal use as well as the first course for the BOT student. Un-arranged problem applications and production-timed activities receive major emphasis. This is a touch-typing course at the beginning level of skill designed to familiarize the student with the keyboard and correct keyboarding techniques. Substantial lab time will be required in the computer lab.

**Prerequisite, Corequisite, or Parallel:** ENG\*092

## **General Education Competencies Satisfied:**

**HCC General Education Requirement Designated Competency Attribute Code(s):**

None

**Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:**

None

**Embedded Competency(ies):**

None

**Discipline-Specific Attribute Code(s):**

BUS                      Business elective

## **Course objectives:**

**General Education Goals and Outcomes:**

None

**Course Specific Objectives:**

1. Develop the ability to keyboard by the touch method



- a) Develop both speed and accuracy through repeated drill activities
- b) Develop accuracy within a specified time frame via timings
2. Develop the formatting of business and personal documents on the personal computer
3. Key (type) language arts drill activities as well as composition via computer

**Course Content:**

Mastery of the keyboard via the computer  
Accuracy and speed drills and reviews  
Touch method of keying  
    Alphabetic, numeric and numeric keypad  
Centering via the computer  
    Talk about how centering was done on the typewriter  
    Horizontal and Vertical Centering  
Formatting margins, line spacing, attributes (bold, italics, underline), etc  
Memorandums- Formal and Informal  
Personal business correspondence  
Business correspondence  
    Block-Modified Block-Simplified  
    Punctuation: Open-Mixed  
Tabulation (tables are briefly discussed and keyed)  
Business Reports (one session done-and briefly discussed and keyed)  
Manuscripts-Unbound, Left-Bound, Top-Bound  
Timings-speed: 3 minute and 5-minute accuracy: one error per minute (total of 5)

Date Course Created:

Date of Last Revision: 04/03/2017