

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: COMP 6300

Course Title: Computer Keyboarding

Course Description: Learn the keyboarding basics on the personal computer. Learn correct fingering, speed, accuracy, editing, proofreading and formatting skills. Computer Keyboarding can be taken concurrently with Introduction to Personal Computers.

Suggested Course Prerequisite(s):

Course Resources:

Student Learning Outcomes:

1. Be able to use the keyboard with the correct fingering
2. Be able to improve speed and accuracy
3. Be able to use editing, proofreading and formatting skills

Next course recommendation: Introduction to Personal Computers

Lesson Plan – by week or session:

Session 1: Keyboarding – The Alphabet

Home-Row Keys – A S D F J K L ; Space Bar Enter Backspace

E N T

O R H

I Left Shift .

B U C

Session 2: Keyboarding: The Alphabet

Right Shift W M

X P Tab

Q , G

V Y Z

Review

Session 3: Keyboarding: Numbers and Symbols

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Session 4: Keyboarding: Numbers and Symbols

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Supplementary Lesson: Ten-Key Numeric Keypad

Session 5: Progressive Practice: Alphabet

Session 6: Progressive Practice: Numbers

Session 7: Paced Practice

Supplementary Timed Writings

Course Sessions:

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in

attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:

Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.