



BCIS 24 - Advanced Keyboarding

Catalog Description

Transfer Status: CSU

Unit(s): 1.50

Lecture: 8.50 Contact hours/17.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Lab: 51.00 Contact hours/0.00 Out of class hours/51.00 Total hours/1.00 Unit(s)

Total: 59.50 Contact hours/17.00 Out of class hours/76.50 Total hours/1.50 Unit(s)

Course Description: This course builds on basic keyboarding skills by reinforcing both proper keyboarding and effective speed building techniques in order for the student to reach an employable typing speed. Emphasis is placed on developing straight copy and production skills with minimum errors at increased speeds. Keyboarding strengths and weaknesses will be diagnosed, followed by prescriptive drills to address the issues. Topics include review of alphabet keystroke, word level, capital letter, alternate-hand, punctuation, number, symbol, and horizontal/vertical reaches.

Objectives

Upon successful completion of this course, the student should be able to:

- 1. Demonstrate entry of straight-copy alphabetic material using proper touch techniques at a minimum of 45 words per minute for three minutes with no more than three errors.
2. Identify keyboarding strengths and weaknesses through the use of diagnostic testing materials.
3. Demonstrate the correct fingering for all letter, number, and manipulative keys using appropriate "touch" keyboarding techniques.
4. Review correct ergonomics and keyboarding technique and recognize the importance of mastering correct technique in building speed and accuracy.
5. Demonstrate entry of top-row numbers and symbols using proper touch techniques at a minimum of 40 words a minute for three minutes with no more than three errors.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Table with 2 columns: Topics, Lec Hrs. Rows include Mastering Alphabetic Keys (4.50), Mastering Number and Symbol Keys (3.00), Mastering Proofreading (1.00), and Total Hours: 8.50.

Lab

Table with 2 columns: Topics, Lab Hrs. Rows include Alphabetic Skillbuilding Drills (22.00), Number and Symbol Skillbuilding Drills (12.00), Accuracy Builders (8.00), Speed Builders (8.00), Pretest/Skills Inventory (1.00), and Total Hours: 51.00.

Methods of Instruction

- A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
B. Lecture

Methods of Evaluation

- A. Written Assignments
B. Technique Evaluations, Timed Writings, Production Work

Examples of Assignments

Reading Assignments

- 1. Find and read a current and relevant article regarding proper keyboarding ergonomics. Write a short summary regarding how well you adhere to these ergonomic standards.

2. Using the correlated software for the textbook, read the information about your computer's keypad and proper finger/hand position. Then complete the assigned activities.

Writing Assignments

1. Create a list of at least 15 technique tips to help you reach faster speeds, increase accuracy, and improve your comfort at the keyboard. Discuss your list with your instructor.
2. Using Internet, newspaper, and/or company fliers, identify the minimum keyboarding skill required at five different businesses. Compare (1) how your speed compares with those required by these businesses, (2) what accuracy and speed levels you think employers will expect you to have, and (3) what additional work you will need to do to reach your desired goals. Submit a 1-2 page summary of your conclusions to your instructor.

Out-of-Class Assignments

1. Using an online keyboarding recommended by your instructor, practice speed building exercises.
2. Using an online keyboarding recommended by your instructor, practice improving accuracy exercises.

Recommended Materials of Instruction

Ellsworth, Barbara. (2024). Keyboarding Online Access Code. *Ellsworth, 16th*. 9780997560947.

Ober, S., Johnson, J., & Zimmerly, A. (2011). Gregg College Keyboarding & Document Processing (GDP Online Platform); Lessons 1-60. *McGraw Hill, 11th*. 9780077319366.

Keyboarding Online Access. *Ellsworth Publishing, ONLINE*.

Minimum Qualifications

Office Technologies

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