BUTTE COLLEGE
COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 24 - Keyboarding Speed/Accuracy Development   **1 Unit(s)**

Prerequisite(s): BCIS 20
Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU
51 hours Lab

This course is designed to help students reach an employable typing speed by improving their keyboarding skills. 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.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:
   A. Demonstrate an increase of 10 words per minute on a three-minute timing with no more than three errors.
   B. Identify keyboarding strengths and weaknesses through the use of diagnostic testing materials.
   C. Keyboard prescribed corrective drills and practice material to improve weaknesses defined by the instructor and diagnostic tests.
   D. Demonstrate the correct fingering for all letter, number, and manipulative keys using appropriate "touch" keyboarding techniques.
   E. Evaluate all work for accuracy and speed on both short- and long-term tasks.

III. COURSE CONTENT
   A. **Unit Titles/Suggested Time Schedule**

Lab

Topics		Hours
1.	Pretest/Skills Inventory	5.00
2.	Alphabetic Review	15.00
3.	Number Review	4.00
4.	Skill Builders	9.00
5.	Accuracy Builders	9.00
6.	Speed Builders	9.00
Total Hours		51.00

IV. METHODS OF INSTRUCTION
   A. Instructor Demonstrations
   B. Students are expected to participate in instructor-led keyboarding drills designed to develop good technique, reduce errors, and increase speeds.

V. METHODS OF EVALUATION
   A. Demonstration

B. Written Assignments
C. Practical Evaluations
D. Examinations
E. Time writing

VI. **EXAMPLES OF ASSIGNMENTS**
    A. Reading Assignments
        1. 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.
        2. To diagnose your skill level for speed and accuracy, read and enter up to 342 words in no more than three minutes.
    B. Writing Assignments
        1. 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 your conclusions to your instructor.
        2. 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.
    C. Out-of-Class Assignments
        1. Not applicable

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**
    Textbooks:
    A. Rieck and Eide, Klemin A. Skillbuilding: Building Speed and Accuracy on the Keyboard. 4th Edition. McGraw-Hill, 2013.

Created/Revised by: Connie Petlack
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