

COURSE INF1020: KEYBOARDING 1

Level:	Introductory
Theme:	Text/Data Input
Prerequisite:	None
Description:	Students develop accurate touch keystroking of text and data appropriate to personal use and the application of efficient workstation procedures.

Parameters: Computer workstation, disk, word processing software, support resources.

Curriculum and Assessment Standards

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • demonstrate keyboarding competence: <ul style="list-style-type: none"> – text entry at 20 words per minute (wpm) – numeric entry at 80 keystrokes per minute (kpm) – technique 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • three timed writings, each from different straight copy material, over a period of no more than five consecutive class periods, which demonstrates proper touch keyboarding : <ul style="list-style-type: none"> – on alphabetic keys <ul style="list-style-type: none"> • one-minute duration • maximum one uncorrected error • SI ≤ 1.2 • minimum keystroke rate: 20 words per minute – on numeric keypad: <ul style="list-style-type: none"> • one-minute duration • maximum one uncorrected error • minimum keystroke rate 80 numeric keystrokes per minute on 1 to 3 digit numbers. <p><i>Assessment Tool</i> <i>Reference Chart: Keyboarding and Numberpad Rates (INFKEYNB)</i></p> <ul style="list-style-type: none"> – observations over the last quarter of the learning period, during timing and drill work. <p><i>Assessment Tool</i> <i>Assessment Checklist: Text–Data Entry (INFIDENT)</i></p> <p><i>Standard</i> <i>Rating of:</i> 3 – Eye Focus 2 – Keystroking 1 – Service Keys 2 – Body Position</p>	<p>30</p> <p>10</p> <p>40</p>

COURSE INF1020: KEYBOARDING 1 (continued)

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> • apply, consistently, appropriate workstation routines • demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> • demonstrating appropriate workstation routines. <p><i>Assessment Tool</i> <i>Assessment Checklist: Workstation Routines and Management (INFWRKSTN)</i></p> <p><i>Standard</i> <i>Rating of:</i> <i>1 – Workstation Use</i> <i>2 – File Management</i> <i>1 – Time Management/Organization</i> <i>2 – Professionalism</i></p> <ul style="list-style-type: none"> • observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p>20</p> <p>Integrated throughout</p>

Concept	Specific Outcomes	Notes
<p>Text Entry</p>	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • demonstrate increasingly rapid, accurate touch keystroking on straight copy of: <ul style="list-style-type: none"> – alphabetic keys – punctuation keys (.,:;?) – service keys (enter, shift, delete, backspace, tab) • use function and cursor movement keys efficiently • demonstrate correct keystroking technique <ul style="list-style-type: none"> – enter text using designated fingers – maintain home-row position – demonstrate correct posture (hand, arm, body) • demonstrate touch entry of numbers on number pad using correct fingering 	<p>Technique is the major focus emphasizing touch development on easy material.</p> <p>Develop speed and accuracy at the word and phrase level using short, repetitive timings (12 seconds to one minute) with straight copy text of varying SI (1.0–1.3).</p> <p>Introduce only the word processing and computer commands that are required as an instructional tool for developing keyboarding skill.</p>

MODULE INF1020: KEYBOARDING 1 (continued)

Concept	Specific Learner Expectations	Notes
Text Entry (continued)	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • proofread and edit text while on screen to ensure text is without error • analyze errors in keystroking and initiate remediation as appropriate for: <ul style="list-style-type: none"> – spelling, shifting, punctuation and spacing errors – transposed, repeated, omitted letters. 	<p>It is recommended that timings be given from previously unseen material that students have not been allowed to practice on.</p>
Data Entry	<ul style="list-style-type: none"> • demonstrate rapid, accurate data entry on keyboard number pad: <ul style="list-style-type: none"> – using designated fingers – maintaining anchor position. 	
Workstation Management	<ul style="list-style-type: none"> • apply efficient workstation position and routines that encourage: <ul style="list-style-type: none"> – good health and safety (posture, positioning of hardware and furniture) – security for hardware, software, supplies and personal work • demonstrate efficient and appropriate use of time and resources: <ul style="list-style-type: none"> – start-up procedures – organization of work area – closing procedures • apply effective decision-making strategies in production assignments: <ul style="list-style-type: none"> – plan activities – organize data, information, resources – consider alternatives – evaluate activities/results • use related terminology to describe basic processes, procedures and tools. 	

