

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

COURSE NUMBER: OTEC 101

COURSE TITLE: KEYBOARDING

SEMESTER CREDIT HOUR: 1

DEPARTMENT: Business Administrative Technology

DIVISION: Career Technical Education

PREREQUISITE: None

COURSE DESCRIPTION:

This course is designed to develop the basic keyboarding skills of fluency and speed that will enable the students to process and obtain information on the computer. The students will learn the computer keyboard and the ten-key numeric keyboard by touch. Correct techniques of keyboarding are stressed throughout the course.

COURSE OUTCOMES AND COMPETENCIES

Students who successfully complete this course will be able to:

1. Demonstrate the use of correct keyboarding techniques.

- Use correct posture.
- Have proper arrangement of workstation.
- Use proper fingers on the home row.
- Use correct keystrokes.

2. Develop speed and accuracy on one-minute and two-minute drills.

- Increase both speed and accuracy throughout the semester on timed writings.