

CIS 010 : COMPUTER KEYBOARDING

Transcript title

Computer Keyboarding

Credits

1

Grading mode

Pass/No Pass grades

Total contact hours

20

Other hours

20

Course Description

Develops touch keystroking skills for persons who will be using computer terminals for information processing. Emphasis on proper techniques, speed and accuracy development on alphabetic keyboard and numeric keypad. For non-office administration majors. P/NP grading.

Course learning outcomes

1. Show mastery of the computer keyboard (letters, numbers, and symbols).
2. Demonstrate proper keyboarding techniques and ergonomics.
3. Use both keyboard functions and a mouse as it is appropriate to the task.
4. Improve keyboarding speed and accuracy.