OBT 105 – Section 501 Basic Keyboarding <u>ONLINE</u>

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COURSE DESCRIPTION:

OBT 105T: Basic Keyboarding is a (1) credit hour class that is designed for students who want to improve or increase their keyboarding skills. This is a self-paced, individualized course using the standard microcomputer keyboard and the online keyboarding program.

The course is designed to teach keyboarding by touch (without looking at the keys or your fingers) in a short length of time with typing speeds up to 30-35 wpm and accuracy of no more than 1 error per minute. Only the alphabet and punctuation keys are covered in this online course.

- Every lesson contains timed exercises and students are encouraged to meet the speed and accuracy goals (30 WPM/0 errors) in each exercise BEFORE continuing on to the next lesson.
- PLEASE make sure you enter a grading scale when setting up your account, REGARDLESS if you are taking this class as a CR/NC as the grading scale determines your goals.
- Goal directed practice on each level will help you progress much further and faster as you will master each exercise before continuing on to the next one.
- IF you have trouble with any exercise-you may go on to the next exercise. HOWEVER-you must return to the previous exercise and complete it in order to raise the timing score (WPM).

Keyboarding Short Course text and website will teach beginners how to type as well as experienced typists how to type faster and more accurately. Not recommended for Office and Business Technology majors.

TEXT: Keyboarding-Short Course on the Computer
Author: Barbara Ellsworth

Note: You must purchase an access code from the UNM-Valencia bookstore. If you are not able to come to campus to purchase the access code, PLEASE call the bookstore directly at 925-8801 to set up purchasing arrangements.
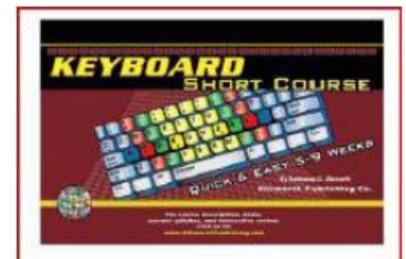
ATTENDANCE POLICY:

This is an online course meaning you will check into UNM Learn (http://learn.unm.edu) to check for messages, announcements, assignments etc. You will access the Keyboarding Short Course website link from our class home page in UNM Learn OR enter keyboardingonline.com into the internet browser address window.

The Keyboarding online software tracks the lessons and the dates when lessons were completed.

STUDENTS WITH DISABILITIES:

If you have a disability, please inform me of your special needs as soon as possible to ensure that those needs are met in a timely manner.

GRADING POLICY:
This grade is generated from the Grade Report on the students' program. The course standards are:

> 32 WPM + = A (This is your goal for each exercise)
> 28 WPM = B
> 24 WPM = C (Average to pass for CR grade)
> 20 WMP < = D

MAIN COURSE OBJECTIVES:

A. There are 126 timed exercises – 18 lessons in all and FREE FORM if you want to create timings of longer duration
   1. Lessons 1-11 are 15-second timings and some are 30-second timings
   2. Lessons 12-18 are 1-minute and 2-minute timings.
B. Main course objectives:
   1. The student will demonstrate how to key in on the keyboard correctly
   2. The student will demonstrate proper finger placement on the microcomputer.
   3. The student will demonstrate proper typing techniques.
   4. The student will demonstrate proper posture.
   5. The student will demonstrate ability to take a timed writing with minimum speed of 25 wpm.

Withdrawal from Class/Dropping without a grade
Please refer to the class schedule for deadlines for dropping a class. However, if you encounter problems towards the end of the semester after the drop deadline-please talk to me as and 'F' or 'WF' can greatly affect your GPA and financial aid. Please be aware that you have to do the work and turn it in on time in order to get a 'WP' grade

Incomplete grading policy
If you have completed 85% of the semester (attendance and homework) and are experiencing obstacles that are preventing you completing the course, make an appointment to talk to me about receiving an incomplete. This allows you full semester to complete all assignments past due. Please note that it is YOUR responsibility to complete all assignments in a timely manner as agreed or your INC turns into an F.

Course Outline

Lesson	Title	Timings
Week 1	Getting started, read syllabus, get oriented to the Keyboarding site	
	Course Entry - All Keys	2 minute timing
Week 2	Home Row (A, S, D, F, J, K, L, ;)	10 lines, 15 sec. each
	T, E, H Keys	10 lines, 15 & 30 sec. timings
	O, R, N Keys	10 lines, 15 & 30 sec. timings
Week 3	M, C, Left Shift Keys	10 lines, 15 & 30 sec. timings
	I, Period, Right Shift Keys	10 lines, 15 & 30 sec. timings
Week 4	Comma, U, Caps Lock Keys	10 lines, 15 & 30 sec. timings
	B, P, W Keys	10 lines, 15 & 30 sec. timings
Week 5	G, Colon, Q Keys	10 lines, 15 & 30 sec. timings
	V, Forward Slash, Question Mark Keys	10 lines, 15 & 30 sec. timings
	X, Y, Z Keys	10 lines, 15 & 30 sec. timings
Week 6	Hyphen, Dash, Apostrophe, Quote Keys	10 lines, 15 & 30 sec. timings
	Mixed Timings - All Keys	10 lines, varied timing length
Week 7	The Ostrich - All Keys	1 minute timing
	Living Healthy	1 minute timing
	Grain - All Keys	1 minute timing
	The Crocodile	1 minute timing
Week 8	Importance - All Keys	2 minute timing
	Australian Rabbits - All Keys	2 minute timing
	Course Exit - All Keys	2 minute timing