

# BT-1001: KEYBOARDING

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## Cuyahoga Community College

### Viewing: BT-1001 : Keyboarding

**Board of Trustees:**

December 2021

**Academic Term:**

Fall 2022

**Subject Code**

BT - Business Technology

**Course Number:**

1001

**Title:**

Keyboarding

**Catalog Description:**

Mastery of alphabetic and numeric keyboard using touch system. Emphasis on speed and accuracy.

**Credit Hour(s):**

2

**Lecture Hour(s):**

1

**Lab Hour(s):**

2

### Requisites

**Prerequisite and Corequisite**

None.

### Outcomes

**Course Outcome(s):**

Implement touch skills to type with accuracy and 35 wpm speed.

**Objective(s):**

1. Use effective fingering techniques at the keyboard.
2. Read copy and transfer by the keyboard what is seen to a screen without looking at the keyboard.
3. Type the alphabet, numbers, and symbols without looking at the keyboard.
4. Type from copy for three minutes at a speed of at least 35 words a minute with not more than five errors.
5. Minimize typographical errors while typing.

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**Methods of Evaluation:**

1. Three-minute timed writings with 35 wpm (five errors or less)
2. The typing of:
  - a. Printed or digital copy
  - b. Lengthy text content
  - c. Sentences, phrases and paragraphs
  - d. Numbered Lists
  - e. Symbols and punctuation characters
3. Final examination

**Course Content Outline:**

1. Learning alphabetic keyreaches
  - a. Learning letter keystrokes
  - b. Learning upper and lowercase keys
  - c. Basic skill building
2. Learning figure and symbol keyreaches
  - a. Learning numeric keystrokes
  - b. Learning symbol keystrokes
  - c. Spacing with symbols and punctuation
  - d. Using symbols correctly
  - e. Learning the number usage rules
  - f. Skill building
3. Composing at the keyboard
  - a. Composing a numbered list of items
  - b. Composing short sentences
  - c. Composing a short paragraph
4. Building speed and accuracy
  - a. Increasing words per minute
  - b. Decreasing errors per minute

**Resources**

Rogenkampp and Puyallup. *Keyboarding and Applications 1: Sessions 1-60*. 1st ed. Dubuque: Paradigm Education, 2020.

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Mitchell, Roggenkamp, King & Kapper. *Keyboarding: Sessions 1-30*. 7th ed. Dubuque: Paradigm Education, 2018.

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VanHuss, Ford, Woo, & Robertson. *Keyboarding Lesson Course, Lessons 1 – 25*. 20th ed. Boston: Cengage Learning, 2017.

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