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South Central College

OTEC 1790 Keyboarding for College

Course Outcome Summary

Course Information

Description	?@A#%(!"#$%(B$"#%'@$%5$B$C D) $4'% 1%8+#A(%E$,8 +"5A4/%'$(@4AF!$#%!#A4/%'@$% ' !(@-',DA4/%) $'@ 5% 1%'@$%( ) D!'$"G%H) D@+#A#% I ACC%8$% 4%C$+"4A4/%'@$%' !(@-',DA4/%) $'@ 5% 1%',DA4/%+CD@+8$'A(6%4!) 8$"%+45%#,) 8 C%E$,#G%?@$%E$,8 +"5A4/%/ +C% I ACC%8$% ' %+''+A4%+%) A4A) !) %"+'$% 1%>=% I "5#%D$"%) A4!'$% I A'@%+((!"+(,G
Total Credits	2
Total Hours	>2

Types of Instruction

Instruction Type	Credits/Hours
J$('!"$%	

Pre/Corequisites

K 4$

Institutional Core Competencies

)) !4A(+'A 4%-%*'!5$4'#% I ACC%8$%+8C$%' %5$) 4#'"+'$%+DD" D"A+'$%+45%11('AB$%A4'$"+('A 4#% I A'@% '@$"#%' % +(@A$B$%'@$A"%D$"# 4+C6%+(+5$) A(6%+45%D" 1$##A 4+C% 8L$('AB$#G%

Course Competencies

1. Exhibit proper technique at the keyboard.

Learning Objectives

."$D+"$%+4%$"/ 4) A(% I "E#'+'A 4
HM@A8A'%D" D$"%D #'!"$
HM@A8A'%D" D$"%1A4/$"%DC+($) $4'

2. Determining words per minute and error correction.

Learning Objectives

N$1A4$% I "5#%D$"%) A4!'$
N$#("A8$%'@$%8+(E#D+($%+45%5C'$%E$,%1!4('A 4#
JA#'%("A'$"A+%1 "%(!4'A4/%$"" "#

3. Keyboarding the home keys.

Learning Objectives

? !(@%',D$%'@$%@) $%E$,#%O %*%N%7%P%Q%J%RS
? !(@%',D$%'@$%*D+($%T+"
? !(@%',D$%'@$%H4'$"%E$,

4. Keyboarding new keys.

Learning Objectives

? !(@%',D$%U6%H6%&6%+45%V%E$,#
? !(@%',D$%36%?6%.6%+45% %E$,#
? !(@%',D$%'@$%VA/@'%*@A1'6%W6%.$"A 56%+45%X%E$,#
? !(@%',D$%'@$%Y6%J$1'%*@A1'6%U,D@$46%+45%Z%E$,#
? !(@%',D$%'@$%[6%T6% C 46%+45%\%E$,#
? !(@%',D$%'@$%]6%( ))+6%^6%+45%*C+#@%E$,#
? !(@%',D$%'@$%K6%_6%^!$#'A 4%3+"E6%+45%?+8%E$,#

5. Keyboarding number keys.

Learning Objectives

? !(@%',D$%=6%`6%>6%+45%a%E$,#
? !(@%',D$%'@$%;6%26%+45%:%E$,#
? !(@%',D$%'@$%b6%96%+45%O%E$,#

6. Keyboarding the symbols.

Learning Objectives

? !(@%',D$%c%O%S%d%E$,#
? !(@%',D$%e%f%%%E$,#
? !(@%',D$%g%h%%% i %E$,#

7. Increase speed and accuracy.

Learning Objectives

? !(@%',D$%IA'@%F!A(E%E$,#'" E$#
4($4'"+'$% 4%(""$('%E$,#'" E$#
."+('A($%E$,A4/%#'"+A/@'%(D,

SCC Accessibility Statement

* !'@% $4'"+C% CC$/$%#'"AB$#%' %)+E$%+CC%C$+"4A4/%MD"A$4($#%+#%+((($##A8C$%+#%D ##A8C$C%Y1%, !%@+B$%+%5A#+8ACA',%+45%4$$5%+(( )) 5+'A 4#%1 "%+(($##%' %'@A#%(C+##6%(4'+('%'@$% (+5$)A(%*!DD "'% $4'$"%' %"$F!$#'%+45%5A#(!##%+(( )) 5+'A 4#G%%%%K "'@%3+4E+' <%V)%T-0>26%O=:`S%>;a-`222R%%%7+"A8+!C'<%%V)% -0096%O=:`S%>>2-`222G%

%

55A'A 4+C%A41 "))+'A 4%+45%1 ")#%(+4%8$%1 !45%+'<%%III G# !'@($4'"+CG$5!j5A#+8ACA',%

%

?@A#%)+'$"A+C%(+4%8$%)+5$%+B+AC+8C$%A4%+C'$"4+'AB$%1 ")+'#%8,%(4'+('A4/%'@$% (+5$)A(%*!DD "'% $4'$"%+'%=:`->;a-`222G