Collin College - Continuing Education

Course Syllabus

Course Title:  Computer Keyboarding

Course Description:
Learn the keyboarding basics on the personal computer. Learn correct fingering, speed, accuracy, editing, proofreading and formatting skills. Computer Keyboarding can be taken concurrently with Introduction to Personal Computers.

Course Objectives:
1. Be able to use the keyboard with the correct fingering
2. Be able to improve speed and accuracy
3. Be able to use editing, proofreading and formatting skills

Textbook(s):
Gregg College Keyboarding Lessons, 11th edition
McGraw-Hill
ISBN: 13 978-0077345587

Next Class Possibilities:
Introduction to Personal Computers

Lesson Plan – by week or session
Session 1:  Keyboarding – The Alphabet
Home-Row Keys – A S D F J K L ; Space Bar Enter Backspace
E N T
O R H
I Left Shift .
B U C
Session 2:  Keyboarding: The Alphabet
Right Shift W M
X P Tab
Q , G
V Y Z
Review
Session 3:  Keyboarding: Numbers and Symbols
2 9 –
8 5 ‘
4 7 :
6 3 /
Session 4:  Keyboarding: Numbers and Symbols
& $ 0
1 ? @
% ( ) #
“ ! *
Supplementary Lesson: Ten-Key Numeric Keypad
Session 5: Progressive Practice: Alphabet
Session 6: Progressive Practice: Numbers
Session 7: Paced Practice
Supplementary Timed Writings