

COURSE INF2020: KEYBOARDING

Level: Intermediate

Prerequisite: None

Description: Students enhance their occupational level keyboarding competence of all keystroke functions, using unedited, edited and straight copy material.

Parameters: Access to a computer work station and software.

Outcomes: The student will:

1. demonstrate proficient keyboarding competence

- 1.1 use text entry between 30–50 words per minute using a keyboard
 - 1.1.1 with a syllabic index between 1.2 to 1.35
 - 1.1.2 with a maximum of one uncorrected error
- 1.2 use numeric entry between 100–150 keystrokes per minute using a numeric keypad, with a maximum of one uncorrected error
- 1.3 use touch-keystroke alphabetic, numeric, punctuation and service keys
- 1.4 proofread and edit
- 1.5 minimize errors; e.g., spelling, keystroking, punctuation, spacing, transposition, repetition, omissions
- 1.6 use appropriate commands and functions
- 1.7 use correct finger and key placement

2. apply consistent and appropriate work station routines

- 2.1 demonstrate good health and safety; e.g., posture, positioning of hardware and furniture
- 2.2 employ practices that security for hardware, software, supplies and personal work

3. demonstrate basic competencies

- 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
- 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
- 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks

4. identify possible life roles related to the skills and content of this cluster

- 4.1 recognize and then analyze the opportunities and barriers in the immediate environment
- 4.2 identify potential resources to minimize barriers and maximize opportunities