

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**KEYBOARDING  
(Introduction to Keyboarding)**

(8 hours)

**POFT 1014**

**COURSE SYLLABUS**

**Course Description:** Introduction to the computer keyboard. Topics include the home keys, alphabetic keys, symbol keys, body position, and various keyboarding techniques. Emphasis is placed on learning touch-typing. Prerequisites: None.

**Objectives:** Every student will be able to:

- Discuss proper body, hand and finger positions
- Use home keys
- Use space bar and Enter/Return key
- Use booster keys
- Discuss spacing rules
- Use number keys
- Use symbol keys
- List the rules for typing symbols
- Use the Typing Tutor

**Rationale:** Use of computers is essential to all areas of business and personal activities. This course will enable students to start using computers and the keyboard efficiently.

**Required Material:** None

**Type of Course:** Short Course

**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

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**Course Outline:**

- I. Body, hand and finger positions (½ hour)
  - A. Proper body position
  - B. Proper hand position
  - C. Proper finger position
  - D. The importance of taking breaks
  - E. Safety tips
  
- II. Keyboard (½ hour)
  - A. Choosing the right keyboard
  - B. Identifying the alphabetic keys
  - C. Identifying numeric keypad
  - D. Navigation keypad
  - E. Booster keys
  - F. Symbol keys
  - G. Function keys
  
- III. Home keys (½ hour)
  - A. Home-key position
  - B. Placing finger on the keyboard
  - C. Using the home keys
  
- IV. Space bar (½ hour)
  - A. Identifying the space bar
  - B. Using the spacebar
  - C. Identifying Enter/Return key
  - D. Using the Enter/Return key
  
- V. Alphabetic keys (4 hours)
  - A. Adding keys gradually
  - B. Practicing alphabetic keys
  - C. Touch typing

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- |       |  |           |
|-------|--|-----------|
| VI.   | Booster keys<br>A. Identifying Shift keys<br>B. Using left Shift key<br>C. Using right Shift key<br>D. Other keys                  | ( ½ hour) |
| VII.  | Spacing rules<br>A. Spacing after abbreviations<br>B. Spacing after a period<br>C. Spacing after a colon<br>D. Other spacing rules | ( ½ hour) |
| VIII. | Number keys<br>A. Identifying number keys<br>B. Using number keys  | (½ hour)  |
| IX.   | Symbol keys<br>A. Identifying symbol keys<br>B. Using symbol keys<br>C. Rules for typing symbols                                   | (½ hour)  |

**Student Assessment Checklist:**

At the completion of the course each student will be able to:

1. Discuss proper body, hand and finger positions
2. Use home keys
3. Use space bar and Enter/Return key
4. Use booster keys
5. Discuss spacing rules
6. Use number keys
7. Use symbol keys
8. List the rules for typing symbols
9. Use the Typing Tutor