ACADEMIC AFFAIRS

Course Number: CMPA 116   Department: Information Technologies

Course Title: Data Entry Keyboarding   Semester: Spring   Year: 2004

Objectives/Competencies

Course Objective	Competencies
1. To learn the touch operation of the alphabetic and numeric keys.	1. Key the alphabetic and numeric keys by touch. 2. Key using the proper techniques.
2. To improve keyboarding speed and accuracy.	1. Refine basic keyboarding stroking techniques in order to develop speed. 2. Develop and improve keyboarding technique through rhythm and control.
3. To increase familiarity with the keyboard through letter and word drills and word and sentence practice.	1. Complete skillbuilding drills that emphasize key locations, specific fingers and rows, weak fingers, and adjacent keys that may cause errors.
4. To develop job-entry skills.	1. Key business forms with real-world applications
5. To improve keyboarding speed and accuracy.	1. Develop a minimum touch keyboarding rate of 25 words per minute on a three-minute timed writing with three errors or less.

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