Department:

Business

Course Description:

This course covers basic touch keyboarding skills for computer use.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Use the touch method for computer keyboard entry.
2. Proofread copy, mark and count errors, correct errors, and figure keyboarding speed.
3. Center material horizontally and vertically.
4. Use cursor movement keys, set margins, use the tab key, and set line spacing.

Course Content:

A. Computer components
B. Alphabetic key locations
C. Developing speed
D. Basic formatting functions

Learning Assessment:

Course competencies will be assessed by use time tests, lab assignments, and exams.

Instructional Materials:

Text and course materials to be determined by the instructor.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.
In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.