



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX7000
Course Name: Keyboarding
Course Length: 18 Hours

Last Revised On: 6/30/08

Description:

In this course the student will become familiar with the home row keys and will learn the proper hand positions and key strokes in order to become a more proficient typist.

Objectives:

- Learn home row keys
- Learn secondary rows
- Learn specialized keys
- Learn proper positioning of the hands
- Learn correct key strokes and finger combinations
- Use *Letterchase* software to practice typing drills
- Improve speed and accuracy by repeating various drills

Content:

1. Download typing software
2. Lesson 1 - DFERJKUI
3. Lesson 2 - CVM
4. Lesson 3 - ASL
5. Lesson 4 - TYGH
6. Lesson 5 - QWOP
7. Lesson 6 - BN
8. Lesson 7 - ZX
9. Lesson 8 - Shift Keys
10. Beginner Drills
11. Intermediate Drills



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12. Advanced Drills

13. Tests

Prerequisites:

- There are no prerequisites for this course.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: NO
- Demonstration of Skills: YES
- Class Participation: YES