

Keyboarding for Computers (CSLA 7)

(42 hours)

This is a 'learn to type' course. In this course students will learn keyboarding techniques using various methods. Keyboarding speed and accuracy will be emphasized. Proofreading and editing documents is covered. Research about repetitive stress injury and proper ergonomics will be included. The student should be able to achieve a speed of 25 to 30 net words per minute. (Note: It is to the student's advantage to aim higher than the minimum of 25 wpm. Most employers require a greater speed). Course software requires Windows Operating System to be installed. **Software required:** Keyboarding Pro Deluxe 1.3.1 MUST be installed on the student's computer to be able to complete the course. This Keyboarding Software (Keyboarding Pro Deluxe 1.3.1) will be included with the textbook. (NOTE: This software is not compatible with MAC's, however, if you have Windows operating system installed on your MAC and Office 2007-you may be able to run the software). Minimum system requirements for Keyboarding Pro Deluxe 1.3.1: 1) 1.4 GHz Pentium 4 or higher (or 100% Compatible CPU). 2) 1 GB Ram (recommended). 3) Hard Disk with 2 GB free space. 4) Windows XP SP@, Vista, or Windows 7 (32-bit versions) operating system. 5) Optical (CD or DVD) drive for 'standard' installation. **Textbook required.**

Keyboarding for Speed and Accuracy (CSLA 11)

(48 hours)

This course is intended for students with existing keyboarding skills who want to improve their proficiency, accuracy and achieve a speed of 40 to 45 net words per minute. Accuracy will be stressed and measured. This is not a 'learn to type' course. Course software requires Windows Operating System to be installed. **Prerequisite:** Basic Keyboarding Skills with a speed of 30 net words per minute. **Software required:** Software versions 5, 4, 3.2 and 3 are acceptable for this course. The following minimum system requirements are necessary to run the Keyboarding Pro Software: • PC (or 100%-compatible) with 233 MHz Pentium II or higher processor; • 32 MB RAM (64 MB required for Windows 2000); • Hard disk with 40 MB free; • Windows 98, Me, XP, 2000 (or a more recent version); • CD-ROM drive. If using a MAC, MS Windows® must be used and compatibility must be confirmed by the student. This course is not designed for MAC users. **Textbook required.**