

COURSE NAME: ZBUS 107 KEYBOARDING I**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the essentials of keyboarding. Upon completion of this course students will be able to: 1) identify the raised bumps, home row and the QWERT keys, finger and wrist relaxation and flow, 2) describe the best finger movement, rhythm control, chaining, finger control, light touch and curved fingers, 3) explain the concepts of repetitive keys and strain injuries, eyes control & coordination, and 4) define finger recognition, body positioning, speed and accuracy, progressive typing, light touch in numerical typing, skill building techniques, and refinement

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.