

Course Standard

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CompEd IT Training, aims at providing you, the user with personalised training. Your needs will be carefully analysed so that you will be able to apply your computer skills to your work thereby being more efficient and getting more done.

This course material is designed around the Unit Standard 9357

Title:	Develop and use keyboard skills to enter text
Level:	1
Credit:	3
Field:	Physical, Mathematical, Computer and Life Sciences.
Sub-field:	Computing.
Domain:	End User Computing.
Purpose	People credited with this unit standard are able to: <ul style="list-style-type: none">• use keyboard techniques to key in alpha and numeric text, symbols, and special characters, using a standard alpha-numerical keyboard; identify and remedy technique errors;• apply keyboard techniques and ergonomic practices to avoid overuse injuries;• produce sentences and paragraphs containing alpha and numeric text, symbols and special characters.

Learning Assumption:

Open. The credit value of this unit standard is based on a person having the prior knowledge and skills to operate a personal computer.

Critical Cross-Field Outcomes:

1. Identify and solve problems.
2. Work effectively with others as a member of a team, group, organisation and community.
3. Organise and manage oneself and one's activities responsibly and effectively.
4. Collect, organise and critically evaluate information.
5. Communicate effectively using visual, mathematical, and language skills in modes of oral and written presentations.
6. Use science and technology effectively and critically (showing responsibility towards the environment and health of others).
7. Demonstrate an understanding of the world as a set of related systems.
8. Contribute to the full personal development of each learner and the social and economic development of society at large, by making it the underlying intention of any programme of learning to make an individual aware of the importance of:
 - Reflecting on exploring a variety of strategies to learn more effectively
 - Participating as responsible citizens in the life of local, national and global communities
 - Being culturally and aesthetically sensitive across a range of social contexts
 - Exploring education and career opportunities and developing entrepreneurial opportunities.

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Develop keyboard techniques to key-in alpha and numeric text, symbols, and special characters.

OUTCOME NOTES

Develop keyboard techniques to key-in alpha and numeric text, symbols, and special characters, using a standard alpha-numeric keyboard.

OUTCOME RANGE

Forearm, wrist, hand and fingers, posture, location of guide keys, automatic response to key location, use of fingering pathways and key striking motion for keyboard used.

ASSESSMENT CRITERIA

1. Text entry settings established for line spacing, font size, and page margins are consistent with information provided and output required.

2. Text entry functions are identified and used to produce output in accordance with information provided and output required.

ASSESSMENT CRITERION RANGE

Entry functions may include but are not limited to - shift, caps lock, enter, space bar, backspace, tab, cursor keys, delete, insert, over type; evidence is required for six entry functions.

3. Keyboard techniques are used to key-in short passages of 150 keystrokes containing alpha and numeric text, symbols, special characters, and incorporating punctuation, in accordance with information provided and output required.

4. Keyboard techniques developed are appropriate to the keyboard system adopted, and are within the physical capabilities of the keyboard operator.

SPECIFIC OUTCOME 2

Identify and remedy technique errors.

ASSESSMENT CRITERIA

1. All keyboarded text is proofread and errors are identified.

2. Analysis of keyboard techniques applied and text output produced is used to identify technique errors.

3. Remedial techniques are applied to achieve improved keyboard skill and quality of text output.

SPECIFIC OUTCOME 3

Apply keyboard techniques and ergonomic practices to avoid overuse injuries.

ASSESSMENT CRITERIA

1. Positioning of fingers, wrists, forearms, and back, in relationship to the size, slope and type of keyboard being used, is consistent with occupational health and safety guidelines for keyboard operators.

2. Overuse syndrome prevention techniques are demonstrated in relation to posture and technique in accordance with occupational health and safety guidelines for keyboard operators.

3. Concepts of ergonomic practice relating to keyboard are explained in accordance with occupational health and safety guidelines for keyboarding errors.

ASSESSMENT CRITERION RANGE

Examples of ergonomic factors may include but are not limited to room temperature, humidity, ventilation, workstation location and design, chair design and height, acoustics and noise level, lighting, positioning of power cables, positioning of keyboard and screen, screen background colour, screen brightness control, reduction of screen glare and radiation, screen tilt, copyholder type and position, use of footrests, anti-static furnishings; explanation is required for five ergonomic factors.

SPECIFIC OUTCOME 4

Produce sentences and paragraph containing alpha and numeric text, symbols and special characters.

ASSESSMENT CRITERIA

1. Keyboard techniques are used to key-in alpha entries containing a minimum of 150 words (750 keystrokes), in accordance with information provided and output required.
2. Keyboard techniques are used to key-in text containing alpha and numeric entries, symbols and special characters, of a minimum of 1 000 keystrokes, in accordance with information provided and output require