BA 130 CATALOG DESCRIPTION: On the computer, students develop basic touch keyboarding skills including proficiency in keyboarding alpha characters, top-row numbers, symbols, ten-key numeric pad and special function keys. Designed for business, data entry, and personal applications. (An introduction to word processing is included.)

CREDIT HOURS: 2

TEXTBOOK: Keyboarding & Word Processing Essentials (MS Word 2013 1-55) by Van Huss 18e
(Although it is not necessary to purchase this textbook for the Challenge Exam, the concepts covered in the exam can be found within it.) Copies of this textbook can be found in the Business and Accounting Open Computer Lab (Room 224 Peter and Pat Cook Academic Hall).

MATERIALS TO BE COVERED: Lessons 1-24
CHALLENGE EXAM PERFORMANCE OBJECTIVES:

1. Using a standard QWERTY keyboard and numerical keypad student must demonstrate:
   a. Key using proper hand placement, keystroking, posture and overall technique.
   b. Revise rough draft copy with alpha and alpha numeric characters and with proofreader’s marks to produce a professional and accurate document.

2. Produce one 2-minute timed writing (utilizing straight-copy material and timed-writing software) at a minimum speed of 23 words per minute with no more than four errors.

3. Complete a handwritten objective test with no more than 5 errors.

CREDIT REQUIREMENTS:
The student must pass all parts of the test at the prescribed levels of competency stated below:

<table>
<thead>
<tr>
<th>Test</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Objective Test</td>
<td>5 or fewer errors</td>
</tr>
<tr>
<td>Timed Writing</td>
<td>23 wpm or more</td>
</tr>
<tr>
<td>(backspacing allowed)</td>
<td>4 or fewer errors</td>
</tr>
<tr>
<td>Technique Assessment</td>
<td>80% + proficiency</td>
</tr>
<tr>
<td>Alpha/Alpha Numeric Key</td>
<td>80% + proficiency</td>
</tr>
<tr>
<td>Accuracy/Speed Assessment</td>
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Objective Test—The objective test will consist of 20 questions related to keyboard identification that must be completed with at least 15 correct answers.

Timed Writing—This will consist of three 2-minute timings on straight-copy material. The minimum acceptable score is 23 words per minute with no more than 4 errors per timing on at least one of the three timings. (Backspacing and correcting during the timing is permitted.)

Technique Assessment—This will consist of an evaluation of proper home row hand placement, proper finger reaches and fluent key stroking.

- **POSTURE**
  - Sits in a comfortable, relaxed position directly in front of keyboard.
  - Keeps feet on floor for proper body balance.
  - Keeps elbows in relaxed, natural position at sides of body to provide correct hand position.

- **FINGER/HAND/WRIST**
  - Makes quick, snappy strokes with immediate key release.
  - Maintains a steady and even stroking rhythm.
  - Strikes each key with the fingertip.

- **SPACE BAR**—Strikes with right-hand thumb.

- **ENTER**—Strikes with semicolon finger and maintains HR position.

- **RIGHT SHIFT**—Strikes with semicolon finger and maintains HR position.

- **LEFT SHIFT**—Strikes with A finger and maintains HR position.
  - Right hand—Strikes each character key with proper controlling finger.
  - Right hand—Maintains HR position while striking each character key.
  - Right hand—Keeps movement in fingers; hand relatively still.
- Wrist, right-hand—Low, relaxed, off frame of keyboard.
- Left hand—Strikes each character key with proper controlling finger.
- Left hand—Maintains HR position while striking each character key.
- Left hand—Keeps movement in fingers; hand relatively still.
- Wrist, left-hand—Low and relaxed, off frame of keyboard

- EYES ON COPY
  - Keeps eyes on copy while keying. (-2 per penalty)

Alpha/AlphaNumeric Key Accuracy and Speed Assessment - This will consist of an evaluation of a student’s speed and accuracy keying a combination of alpha keys, proper use of shift, ctrl, tab, caps locks, etc. Student’s fluency and keystroking on numeric keypad will also be evaluated.

TESTING CONDITIONS:
1. The test will be completed on a computer using a combination of Microsoft Word 2013 and a variety of web-based keyboarding assessment applications. The objective test will be a paper/pencil test.
2. The student will be permitted 60 minutes total to complete all tasks in this Challenge Exam.
3. A passing grade is assigned to the exam if each part of the exam is completed within the error limits described below.
4. The exam will be taken in a lab in the Applied Technology Center or GRCC Computer Lab under the supervision of Business Department faculty.

TEST PROCEDURES AND FORMAT:
When you arrive for the test, you MUST:
1. Be a current GRCC student and are able to log into an on-campus computer.
2. Preregister and pay the $55 fee at the GRCC Cashier’s Office at 154 Main, prior to the next testing date. Note: You will be given a receipt to present to the test proctor.
3. Contact Orletta E. Caldwell, Assistant Professor at ocaldwell@grcc.edu to reserve your seat on the next scheduled testing date (Email registration only).
4. Have at least $1 on your RaiderCard for printing purposes.
5. Bring your paid receipt as evidence of enrollment for the challenge exam.

*The test session is two hours. No admittance after 10 .m. You will be allowed 15 minutes to warm up at the start of the session. Please be punctual!

RECOMMENDED STUDY PROCEDURES:
1. Review and practice proper home row finger placement, key reaches, and key stroke rhythm and fluency.
2. Review proofreader’s marks.
3. Practice to increase keyboarding speed on two-minute from straight-copy material in a typing/keyboarding textbook.
4. Study the textbook currently being used at GRCC. (A copy of the textbook can be viewed in the Business and Accounting Open Computer Lab Room 224 Peter and Pat Cook Academic Hall).

*Remember – you are permitted to bring in unpublished reference materials/notes.

Revised Caldwell 07/01/15