






**Diploma in Secretarial Studies (777) – Computer Keyboard, Typing & Word Processing Skills**

<b>Prerequisites:</b> Basic Business organisational knowledge.	<b>Corequisites:</b> A Pass or better in Certificate in Business Studies or equivalence.
<b>Aim:</b> As part of the revolution in communication introduced by email, every computer user uses the keyboard to keep in touch with one another and businesses create business letters, reports and presentations frequently, yet few have had any formal keyboard training. The course prepare candidates for a career working as a secretary by developing typing and word processing skills.	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> The course requires a combination of lectures, demonstrations and discussions.	
<b>Intended Learning Outcomes:</b>	<b>Assessment Criteria:</b>
1 Describe the additional and special key functions on the keyboard	1.1 Explore the Function keys (Fkeys) 1.2 Identify the use of the Return (Enter) key 1.3 Analyse the function of the Escape (Esc) key 1.4 Identify the use of the Control (CTRL) key 1.5 Analyse the function of the Alternate (ALT) key 1.6 Identify the use of the Caps Lock key 1.7 Explore the num lock and numeric keypad
2 Understand the keyboard letters, numbers and function keys	2.1 Identify the layout of the QWERTY keyboard 2.2 Explore the use of the keyboard to input letters of the alphabet, numbers and spaces 2.3 Identify how to use Caps Lock and Shift key 2.4 Define the purpose of the cursor 2.5 Identify how and when to use the Shift key when typing punctuation marks and other symbols 2.6 Be able to use the Return key 2.7 Identify the difference between Backspace and Delete keys 2.8 Be able to use Tab key and Shift + Tab 2.9 Identify the useful combination of the Ctrl, Alt and F1-F12 keys
3 Analyse the process of increasing typing speed and accuracy	3.1 Identify how to position fingers on the <b>Home Keys (ASDF JKL;)</b> 3.2 Identify the appropriate fingers used for the <b>E, R</b> and <b>I</b> keys 3.3 Identify the appropriate finger used for the <b>E</b> key 3.4 Identify the appropriate fingers used for the <b>T, G</b> and <b>K</b> keys 3.5 Identify the appropriate finger used for the <b>Y</b> key

	3.6	Identify the appropriate fingers used for the <b>B</b> , <b>N</b> and <b>comma (,)</b> keys
	3.7	Identify the appropriate finger used for the <b>M</b> key
	3.8	Identify the appropriate fingers used for the <b>C</b> and <b>V</b> keys
	3.9	Identify the appropriate fingers used for the <b>S</b> , <b>W</b> , <b>L</b> , <b>O</b> and <b>full stop (.)</b>
	3.10	Identify the appropriate finger used for the <b>X</b> key
	3.11	Identify the appropriate finger used for the <b>P</b> key
	3.12	Identify the appropriate fingers used for the <b>Z</b> and <b>Q</b> keys
	3.13	Learn to position other keys relative to the <b>Home Keys</b>
	3.14	Be able to practice typing using letters of the alphabet
	3.15	Identify the appropriate fingers used for <b>4</b> , <b>5</b> and <b>6</b> on the numeric keypad
	3.16	Identify the appropriate fingers used for <b>7</b> and <b>1</b> on the numeric keypad
	3.17	Identify the appropriate fingers used for <b>8</b> and <b>2</b> on the numeric keypad
	3.18	Identify the appropriate fingers used for <b>9</b> and <b>3</b> on the numeric keypad
	3.19	Identify the appropriate fingers used for <b>0</b> and <b>decimal point (.)</b> on the numeric keypad
	3.20	Identify the appropriate fingers used for + and - on the numeric keypad
4		Understand how to apply formatting attributes to text
	4.1	Identify how to centre, bold, italics and underline headings
	4.2	Identify how to format text using font size, font colour and line spacing
	4.3	Describe the formatting toolbar attributes
5		Understand how to prepare official documents
	5.1	Be able to design business letters, faxes and memorandums
	5.2	Identify different paper size and their use
	5.3	Be able to modify margins
	5.4	Be able to insert date and page numbers
	5.5	Define headers, footers and footnotes
	5.6	Analyse envelope addressing techniques
	5.7	Be able to create 2 or 3 columned documents
6		Understand how to create tabular work – arranging documents horizontally or vertically in tables
	6.1	Define cells, rows and columns
	6.2	Identify how to insert tables in documents
	6.3	Identify how to move and select table items
	6.4	Be able to delete or insert rows or columns
	6.5	Identify how to insert borders and shading
	6.6	Be able to insert figs i.e fig 1, fig 2
	6.7	Be able to design and create invoices
7		Understand the content, meaning, layout and the creation of legal business documents.
	7.1	Identify the structure of forms, terms and condition documents and general

	7.2 business agreement documents 7.3 Create company formation documents 7.4 Create the structure and content of employment forms 7.5 Create divorce, marriage and relationship forms 7.6 Create domestic/consumer forms and documents 7.7 Create different financial related documents 7.8 Create partnership and partnership agreement documents 7.9 Create power of attorney legal documents 7.10 Create property letting forms 7.11 Create legal will documents
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**Recommended Learning Resources:  
Computer Keyboard, Typing & Wordprocessing Skills**

<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Mastering Computer Typing: Learning the ABCs of the Computer Keyboard by Sheryl Lindsell-Roberts. ISBN-10: 0395714060</li> <li>• Develop Keyboard Skills by Cheryl Price. ISBN-10: 1877292532</li> <li>• Communication Skills at the Keyboard by Mary Anne Miller and James Miller. ISBN-10: 0273025228</li> </ul>
<b>Study Manuals</b> 	BCE produced study packs
<b>CD ROM</b> 	Power-point slides
<b>Software</b> 	None