



**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

**Course Title** – Introduction to Keyboarding

**Course Prefix and Number** – POFT 1227

**Department** – Business and Office Administration

**Division** – Technology and Business

**Course Type:** (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y  or N )

**Semester Credit Hours # : Lecture Hours # : Lab/Other Hours #** 2:1:2

**Equated Pay hours for course** - 2

**Course Catalog Description** - Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

**Prerequisites/Co-requisites** - None

List Lab/ Other Hours
Lab Hours 2
Clinical Hours
Practicum Hours
Other (list)

**Prepared by** Celine Siewert

**Date** 6/3/2013

**Reviewed by Department Head** Celine Siewert

**Date** 6/12/13

**Accuracy verified by Division Chair** David Kucera

**Date** 06/24/2013

**Approved by Dean or Vice President of Instruction** Leigh Ann Collins

**Date** 7-2-13



**I. Topical Outline** – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

- Identify parts of the keyboard/microcomputer.
- Practice techniques of rapid key stroking and key shifting.
- Practice good posture.
- Demonstrate alpha pad mastery by means of the touch system.
- Demonstrate numeric pad mastery by means of the touch system.

**II. Course Learning Outcomes**

<b>Learning Outcomes</b>	<b>Methods of Assessment</b>
<p><b>Upon successful completion of this course, students will:</b></p> <p>Demonstrate basic keyboarding techniques.</p>	<p>Timed writings on alphabetic keyboard Timed writings on numeric keyboard and technique</p>

**III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.**

Required: The most recent edition of *College Keyboarding: Keyboarding Course, Lesson 1-25* by Van Huss, Forde, Woo. Cengage. The textbook comes with a CD that the students can load into their computers at home in order to complete their homework.

**IV. Suggested Course Maximum - 20**

**V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.**

At least 20 computers with USB ports and CD-ROM, Laser printer, desks for the computers and printers, and internet access.

**VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course**

- 60% Timed writings on alphabetic keyboard
- 40% Timed writings on numeric keyboard and technique

Students must complete all four sections of the main menu: alphabetic, numeric, and skill; skill builder; and numeric keypad.

**Alphabetic keyboard:** Three-minute timed writings for gross words per minute (GWAM) on the alphabetic keyboard with a 3-error limit.

35+    A  
32-34    B  
29-31    C  
26-28    D

**Numeric keypad:** Three-minute timed writings for gross strokes per minute (GSPM) on the numeric keypad. Error percentage must be 10% or less.

150+    A  
140-149    B  
130-139    C  
120-129    D

**Technique** is graded by a rubric-based observation table.

## VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)  
No additional documentation needed
- **Academic WCJC Core Course**  
Attach the Core Curriculum Checklist, including the following:
  - Basic Intellectual Competencies
  - Perspectives
  - Exemplary Educational Objectives
- **WECM Courses**  
If needed, revise the Program SCANS Matrix & Competencies Checklist.