El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   **Business Management**

COURSE RUBRIC AND NUMBER   **POFT 1329**

COURSE TITLE   **Beginning Keyboarding**

COURSE CREDIT HOURS   **3**   **3** **:**   **1**
                                                   Credits   Lec   Lab

I. Catalog Description

Develops skills in computer keyboarding techniques. Emphasizes the development of acceptable speed and accuracy levels and formatting basic documents. To exit this course, student must keyboard a minimum speed of 25 wpm by touch with 5 or less errors on at least three 5-minute timed writings. Proficiency exam available. **(3:1).**

II. Course Objectives

A. Unit 1. Introduction

   1.   Identify and use the basic parts of the computer.
   2.   Identify the names and functions of the different parts of a window.
   3.   Use the mouse appropriately.
   4.   Use the *Start* button.
   5.   Use the *File Management* system.
   6.   Access and exit the designated software program.

B. Unit 2. Technique

   1.   Develop proper posture.
   2.   Develop keystroking, spacing, and shifting techniques.

C. Unit 3. Developing Keyboarding Skill (*Keyboarding Course Lessons 1-25* text and *Keyboarding Pro* program*)*

   1.   Keyboard alphabetic copy by touch using proper technique (**Alphabetic Keys, Lessons 1-13**).
   2.   Keyboard symbols and numeric copy by touch using proper technique (**Figure and Symbol Keys, Lessons 14-25).**
   3.   Keyboard drills for data entry practice (**Lesson A, Numeric Keypad**).
   4.   Use basic word processing competencies (**Lesson B, Word Processing**).
        a.   Create, proofread, edit, and print a block style letter.
        b.   Create, proofread, edit, and print a one-page report with a title page.

D. Unit 4. Skillbuilding (*Championship Keyboarding Drills* text and program*)*

   1.   Increase speed though exercises designed to facilitate the development of this aspect of keyboarding skill.

Revised by Discipline: Fall 2015 (next revision in 3 years)

2.   Reduce errors through exercises designed to facilitate the development of this aspect of keyboarding.

E.   Unit 5. Timed Writings

1.   Keyboard alphabetic text by touch on five-minute timed writings.
2.   Minimum requirement: 25 words per minute with five or fewer errors.

III.   THECB Learning Outcomes (WECM)

1.   Demonstrate keyboarding techniques.
2.   Apply proofreading and editing skills.
3.   Create basic business documents.

IV.   Evaluation

a.   Articulated Credit: This course articulates with the El Paso, Clint, and Socorro School Districts. If you earned a minimum of 85 percent in your high school keyboarding class (El Paso ISD) or in your Business Computer Applications I class (Clint or Socorro ISD) and graduated within the last 28 months, you may be able to get credit for this course. Go to the Evaluations Window at the Student Services Building of the Valle Verde campus and ask for a review of your high school transcript or see your instructor.

b.   Challenge Exam: The Challenge Exam consists of a total of six (6) 5-minute timed writings using *Championship Keyboarding Drills* software. To pass the exam, you must keyboard a minimum of 25 words per minute and with no more than five (5) errors on at least three (3) timed writings. See the Computer Office Lab for details.

V.   Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI.   6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.