

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Business Management</u>
COURSE RUBRIC AND NUMBER	<u>POFT 1329</u>
COURSE TITLE	<u>Beginning Keyboarding</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u>
	Credits Lec Lab

I. Catalog Description

Skill development in keyboarding techniques. Emphasis on 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). Lab fee.**

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 through exercises designed to facilitate the development of this aspect of keyboarding skill.
 - 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 Ysleta Independent School District and David L. Carrasco Job Corps Center. If you earned a minimum of 85 percent in your high school Business Information Management I class (Ysleta ISD) or in your Finance and Business Office Administration class (David L. Carrasco Job Corps Center) and graduated within the last 28 months, you may be able to get credit for this course. Students complete a *Request for Award of Non-traditional Credit* form available on the EPCC website and submit it to the Office of Admissions and Registration. The request forms may be initiated at any EPCC counseling office. The administrative assistants will forward the form to the Evaluations Department at Valle Verde.
- 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 (Americans 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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.