

**SOUTHEAST COMMUNITY COLLEGE**  
**BUSINESS DIVISION**  
**Office Professional Program**  
**Revision Date: 05-24-21**

[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

Course Number: OFFT1160  
Course Title: Intermediate Keyboarding  
Prerequisite(s): Basic Keyboarding (OFFT1150); 30 NWAM minimum

Catalog Description: Uses a comprehensive diagnostic approach to build keyboarding speed while maintaining a high degree of accuracy. Introduction and development of proficiency in operating the 10-key pad by touch.

Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45

**II. COURSE OBJECTIVES:** *Course will teach students to*

- A. Introduce students to keyboarding software and schedule of specific practice drills used to increase keyboarding speed and control on straight copy.
- B. Provide students with keyboarding software to take five-minute timed writings, increasing keyboarding speed and control to the highest individual level.
- C. Familiarize students with ten-keypad and accompanying software.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Students will be able to*
  - 1. Utilize keyboarding software and follow course schedule to complete required keyboarding practice drills.
  - 2. Improve keyboarding speed and control to achieve required gross words a minute (GWAM) with five or fewer errors on software's five-minute timed writings.
  - 3. Use ten-key software and follow course schedule to complete required ten-key lessons and exams.
- B. General Education Learning Outcomes (GELOs)
  - 1. GELO 6: Career and Life Skills  
Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

**IV. CONTENT/TOPICAL OUTLINE** (*course outline may provide more detailed information*)

- A. Assigned Exercises in Skillbuilding Mastery
- B. Three-Minute Timed Writings
- C. Honor Roll Timings
- D. One-Minute Speed Drills
- E. Thirty-Second Speed Drills
- F. Ten-Key Lessons 1-24 (learning numbers), six 5-minute Exams, and one Ten-Minute Employment Exam

**V. INSTRUCTIONAL MATERIALS**

- A. Required Access Codes: Barbara Ellsworth, Ellsworth Publishing, ISBN #978-0-9975609-4-7
- B. One code required for each software, *Skillbuilding Mastery* and *Ten-Key Mastery*.

**VI. METHODS OF PRESENTATION/INSTRUCTION**

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

**VII. METHODS OF EVALUATION**

**A. SCC STANDARD GRADING SCALE POLICY**

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

**VIII. SPECIFIC COURSE REQUIREMENTS**

- A. Course Prerequisite: Students must have completed Basic Keyboarding (OFFT1150) with a C (70 percent) course grade or have equivalent keyboarding skills.
- B. Grade Requirement: A grade of C (70 percent or higher is required if Intermediate Keyboarding is a prerequisite for any other course(s) required to meet graduation requirements of the student's program. If Intermediate Keyboarding is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or higher is acceptable.