

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 08-19-24

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. *Keyboarding Online Access Code*. Ellsworth Publishing.
- 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.