Springfield Technical Community College

**ACADEMIC AFFAIRS**

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| Course Number: | OFFS-100 | Class Hours: | 3 | Lab Hours: | 0 | Lecture. Hours: | | 3 | Dept.: | Information Technologies | | |
| Course Title: | Basic Keyboarding Skills | | | | | | Semester: | | Fall | | Year: | 2013 |

**Course Description, Prerequisite, Corequisite:**

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| This course is designed for any individual wishing to develop touch keyboarding skills applicable to today’s sophisticated electronic typewriter and computer keyboards. A minimum touch keyboarding speed of 20 wpm is required for course completion. Available to the entire STCC community. Prerequisites: None |

| **Course Objectives** | **Competencies** | |
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| 1. To type by touch the letter keys, as well as some of the symbol keys. 2. To demonstrate proper keyboarding technique. 3. To use the correct spacing with punctuation. 4. To key fluently and accurately—at least 20 words per minute—using good keying techniques. | 1. Key the alphabetic and some of symbol keys by touch. 2. Touch-type the space bar, enter, and backspace keys. 3. Refine basic keyboarding stroking techniques in order to develop speed. 4. Develop and improve keyboarding technique through rhythm and control. 5. Key the proper spacing with punctuation such as the period, comma, etc. 6. Type at least 20 words per minute on a one-minute timed writings with no more than two errors. |