SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

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:

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