



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

BASIC KEYBOARDING

Course Prefix and Number

POFT 1429

Department – Division

Business and Computer Science Division

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
4	3	3

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This is a beginning course designed to introduce students to keyboarding and basic formatting techniques. Emphasis is on mastery of the keyboard, developing basic keyboarding skills, improving language arts skills, developing basic composition skills, and formatting basic computer compatible documents including personal letters, block style letters, memos, envelopes, tables, reports, outlines, and centered material. Keyboarding skills are desired by growing numbers of employers daily due to the widespread use of computer technology in all fields.

Prerequisites/co requisites

None

Topical Outline

1. Keyboarding: The Alphabet
2. Keyboarding: The Numbers
3. Keyboarding: The Symbols
4. Orientation to Word Processing
5. Format Review
6. Reports
7. Correspondence
8. Tables
9. Employment documents
10. Skills Assessment

Course Learning Outcomes

1. Correctly use parts of a microcomputer
2. Demonstrate proper position at computer
3. Key smoothly and fluently by touch from straight, rough draft, and statistical copy.
4. Center Text.
5. Format letters and memos.
6. Demonstrate ability to correct errors.
7. Format unbound reports.
8. Format tables.
9. Key timed writings.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding

curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Copy of current text book from the [Trinity Valley Community College Book Store](#).

Optional Text(s)

None

Material/Technology to be supplied by the student.

Internet connection with an e-mail address. Microsoft Word 2007 Software.
Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION: The students will do the exercises and assigned problems in the textbook. The assignments give step-by-step directions on how to complete the required exercise; then the student applies the learned function to the assigned exercise.

Grading Policy: Grades will be determined from the following:

Assignments	10 Percent
Timed Writings	20 Percent
Theory Tests	20 Percent
Production Tests	50 Percent

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date