Division: Business  
Area: Administrative Professional

Course Number: ADMIN 135  
Course Name: Intermediate Keyboarding  
(formerly EOS 135, Microcomputer Keyboarding-Intermediate)

Prerequisite: WPR 102 and touch keyboarding skills of 47 NWPM

Corequisite: None

Hours Required:  
Class: 45  
Lab:  
Credits: 3

Course Description/Purpose

Intermediate Keyboarding is taught with word processing like software. The course includes the development of speed and accuracy and the production of business letters, tables and manuscripts.

Major Units

- Develop keyboarding speed and accuracy
- Build production-level mastery of business documents
- Use basic word processing functions and features to create professional-looking documents

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive  
Each student will be expected to Identify/Recognize...

- formatting for business letters, memos, manuscripts, and reports
- basic word processing features
- basic desktop publishing processes

Performance  
Each student will be expected to Demonstrate/Practice...

- keying straight copy at a speed of at least 47 NWAM with not more than one error per minute
- practice skill building for speed and accuracy
- using word processing to correctly format business documents
- the touch-typing method of keyboarding
- proofreading skills
- using basic desktop publishing process to create internal documents

Attitudinal  
Each student will be expected to Believe/Feel/Think...

- an appreciation for those people who use the touch-typing method of keyboarding
- an appreciation for those people who accurately proofread
- an appreciation for the employee who daily performs these tasks
- an appreciation for desktop publishing

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