

**Eastern WV Community & Technical College  
Master Course Record**

<b>Course Prefix and Number:</b> BOS 101
<b>Course Title:</b> Introduction to Keyboarding
<b>Recommended Transcript Title</b> (if over 40 characters)
<b>Date Approved/Revised:</b> 10/06/06; 4/27/20
<b>Credit Hours:</b> 1 <b>Contact hours per week (Based on 15-week term):</b> 1 <b>Lecture:</b> 1 <b>Lab:</b>
<b>Prerequisite:</b> None <b>Corequisite:</b> None <b>Pre/Corequisite:</b> None
<b>Grading Mode:</b> Letter
<b>Catalog Description:</b> This course is designed to introduce student to basic keyboard skills. It provides practice techniques for building speed and accuracy.
<ol style="list-style-type: none"> <li>1. Demonstrate Proper posture and hand position</li> <li>2. Develop proper finger positions</li> <li>3. Develop speed and proficiency</li> <li>4. Develop accuracy in data input</li> <li>5. Demonstrate fluency in making various stroke combinations</li> </ol>
<b>Implementation Cycle:</b> Fall
<b>Role in College Curriculum: (Check all that apply)</b> <input type="checkbox"/> <b>General Education Core (Specify category)</b> <input checked="" type="checkbox"/> <b>Technical Core</b> <b>AAS AST and CAS AST</b> <input type="checkbox"/> <b>Restricted Elective</b> <input type="checkbox"/> <b>General Elective</b> <input type="checkbox"/> <b>Workforce Education</b> <input type="checkbox"/> <b>Other (Please specify)</b>
<b>Course Fee:</b> None
<b>Instructor's Qualifications:</b> Bachelor's degree in Computer Information Systems or related field, or Bachelor's degree in Business Management with two years of industry experience.
<b>Expanded Course Description:</b> Emphasis is placed on learning the keyboard and developing proper keyboarding techniques

Prepared by: Seyed Mirkhani / Division Chair for Business, Computer and Information Technology 04/03/20

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Name, Title Date

Approved Per LOT Minutes

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Dean, Teaching and Learning

Date

Course Number & Title: BOS 101 Introduction to Keyboarding  
 Date Prepared/Revised: 10/6/06; 4/3/20  
 Date Course Approved by Curriculum Committee: 4/13/20  
 Date Course Approved by LOT: 4/27/20