

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

<b>Course Prefix and Number:</b> BOS 103
<b>Course Title:</b> Keyboarding
<b>Recommended Transcript Title:</b> Keyboarding
<b>Date Approved/Revised:</b> 8/3/07; 11/20/17; 4/27/20
<b>Credit Hours:</b> 3 <b>Contact hours per week (Based on 15 week term):</b> <b>Lecture:</b> 3 <b>Lab:</b>
<b>Prerequisite:</b> None <b>Corequisite:</b> None <b>Pre/Corequisite:</b> None
<b>Grading Mode:</b> Letter Grade
<b>Catalog Description:</b> Emphasis is placed on learning the keyboard and developing proper keyboarding techniques. The student is introduced to various business forms and adaptation of keyboarding skills to personal use.
<b>Course Outcomes:</b> <ol style="list-style-type: none"> <li>1. Demonstrate fluency in making various stroke combinations</li> <li>2. Demonstrate knowledge in basic word processing skills, business correspondence, and document formatting</li> <li>3. Operate the alphabetic and numerical keys using the touch method</li> <li>4. Key at a minimum of 30 gross words per minute on 3 five-minute timed writings</li> <li>5. Identify and correct errors with 100% accuracy as displayed on formatting assignments judged by the instructor</li> <li>6. Key corrected copy from draft material containing proofreading marks</li> </ol>
<b>Implementation Cycle:</b> Spring
<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> AAS in AST; CAS in AST <b>X Restricted Elective:</b> CAS in BUS; AAS in BUS <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 business and keyboarding skills.
<b>Expanded Course Description:</b> Students become familiar with the basics of Microsoft Word.

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information Technology, 7/6/07, 9/28/17, 04/01/20

Approved Per LOT Minutes:

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Dean of Teaching and Learning

\_\_\_\_\_  
Date

Course Number & Title: BOS 103 -- Keyboarding  
Date Prepared/Revised: 7/6/07; 9/28/17; 4/1/20  
Date Course Approved by Curriculum Committee: 11/6/17; 4/13/20  
Date Course Approved by LOT: 8/3/07; 11/20/17; 4/27/20