

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
UNIFORM COURSE SYLLABUS**

**Name of Course:** Beginning Keyboarding

**Course No.** BTEC 115

**Department:** Business Technology

**Division:** Business & Economics

**I. Course Objectives**

Upon successful completion of the course, students should be able to:

- Use the touch method and proper techniques to keyboard the alphabetic and numeric keys.
- Use word processing commands to create, edit, format, save, and print documents.
- Use keyboarding skills to correctly and accurately key and/or compose coherent material with correct word usage at the word, sentence, paragraph, and document levels.
- Use word processing skills to prepare correctly formatted memos, letters, and reports.

**II. Topics to Be Studied**

Sessions 1-60

**III. Special Projects to Be Included in Course**

Timed Writings at a minimum of 30 words a minute with one error per minute

**IV. Methods of Student Evaluation**

Timed Writings  
Textbook keyboarding assignments

**V. Assessment of Outcomes**

Successful demonstration of keyboarding and timed writing competencies at 80 percent or above accuracy.

**VI. Other Information**

None Applicable.