

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

Name of Course: Intermediate Keyboarding

Course No. BTEC 116

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 for timed writings and documents.
- Use Microsoft Word to create a variety of documents essential to business including: memorandums, email messages, letters, notices, tables, reports, manuscripts, newsletters.
- Use Microsoft Word to create a variety of marketing documents.
- Use Microsoft Word to create a variety of legal and medical documents.
- Draft original material with correct language, word order, and punctuation.
- Make decisions on document priorities, preparation of documents, and file management.

II. Topics to Be Studied

Sessions 61-120

Mail Merge

Enhanced Document Format

Tables

Report Mastery

Pacific Newport Medical Group In-Basket Project

Macros, Forms, and Custom

Styles, Master documents/Subdocuments

Workgroup collaboration

Employment and Online Documents

Horace Mann Association of Post Secondary In Basket Project

III. Special Projects to Be Included in Course

Timed Writings at a minimum of 50 words a minute with one error per minute

IV. Methods of Student Evaluation

Timed Writings

Textbook keyboarding assignments

Two In-Basket Projects

V. Assessment of Outcomes

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

VI. Other Information

None Applicable.