



Course Syllabus

Beginning Keyboarding POFT1329

Course Description: Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Semester Hours Credit: 3

Lecture/Lab Hours: 2/4

Prerequisite: None

Textbook(s): *Keyboarding and Word Processing ess pkg.* Lessons 1 – 55, Cengage Learning.

ISBN: 9781285576329

Student Learning Outcomes:

Upon successful completion of this course students will

1. Demonstrate basic keyboarding techniques; apply proofreading and editing skills; and create basic business documents.
2. Students will demonstrate proper techniques to key accurately and rapidly basic letters, memoranda, reports and tables.
3. Students will demonstrate the use of Microsoft Word 2013 features by formatting business documents.

Evaluation Methods:

1. Daily Assignments
2. Timed Writing / Tests
3. Final Exam

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GL \(Legal\)](#)

Special Needs Services: Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified medical or psychological professional. In accordance with

federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor.

For more information, contact: in Alice at sdalice@coastalbend.edu; Beeville at sdbeeville@coastalbend.edu; Kingsville at sdkingsville@coastalbend.edu; and Pleasanton at sdpleasanton@coastalbend.edu.

Academic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.

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NOTE: The College website (www.coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.